STATE OF NORTH DAKOTA

DIRECTOR OF INSTITUTIONS

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 - June 30, 1983

I N D E X

DIRECTOR OF INSTITUTIONS 1

GRAFTON STATE SCHOOL 6

SAN HAVEN 18

SCHOOL FOR THE DEAF 22

SCHOOL FOR THE BLIND 41

STATE INDUSTRIAL SCHOOL 67

PENITENTIARY & ROUGH RIDER INDUSTRIES 97

RADIO COMMUNICATIONS DEPARTMENT 170

STATE LIBRARY 211

STATE OF NORTH DAKOTA

DIRECTOR OF INSTITUTIONS

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

STATE OF NORTH DAKOTA
DIRECTOR OF INSTITUTIONS
STATE CAPITOL
BISMARCK, NORTH DAKOTA 58505-0144

PHONE 701-224-2471

ALLEN I. OLSON
Governor

ALTON L. LICK
Director

DARREL H. VOLLMERS
Assistant Director Fiscal Affairs

DONALD D. MUND
Assistant Director Personnel

EDWIN F. ZUERN
Legal Counsel

MARVIN A. FETTIG
Assistant Director
Telecommunications

INSTITUTIONS

Grafton State School
Grafton
San Haven
San Haven
School for the Blind
Grand Forks
School for the Deaf
Devils Lake
State Industrial School
Mandan
State Penitentiary
Bismarck
State Farm
Bismarck

DEPARTMENTS

State Radio Communications
Bismarck
State Library
Bismarck
State Communications System
Bismarck
State Capitol and Grounds
Bismarck

November 30, 1983

THE HONORABLE ALLEN I. OLSON
Governor of North Dakota
Executive Office
State Capitol Building - 1st Floor
Bismarck, North Dakota 58505

Dear Governor Olson:

In accordance with Chapter 54-21-09 of the North Dakota Century Code, I have the honor to submit herewith the biennial report of the Director of Institutions for the period beginning July 1, 1981 and ending June 30, 1983.

Sincerely,

Alton L. Lick

ALTON L. LICK
Director of Institutions

ALL/rkb

DIRECTOR OF INSTITUTIONS

Biennial Report

July 1, 1981 - June 30, 1983

DEPARTMENTAL OPERATIONS

The duties and responsibilities of this office are set forth in Section 54-23 and 54-23.1 of the North Dakota Century Code. These include the operation and maintenance of the Statewide Telecommunications Network, the operation of the Central Mailing Bureau for all state agencies, maintenance and upkeep of all buildings and grounds within the Capitol complex, providing for space and service requirements of all state agencies and departments, as well as executive administrative responsibility for six state institutions and two agencies.

PROGRESS REPORT

The 47th Legislative Assembly appropriated funds to complete the renovation of the Liberty Memorial Building, which now houses the State Library; refinish the lights, brass columns and ceiling in Memorial Hall and remodel the Governor's Office.

INSTITUTIONAL ACTIVITIES

Changes which have taken place in institutional and departmental executive management during the period of this report are as follows:

1. Milton Wisland, Ed.D., resigned as Superintendent of the Grafton State School in August 1983. A Selection Committee is in the process of screening potential candidates.

2. Walter Odegaard was appointed Superintendent of the State Industrial School in June 1982 following the resignation of Duane Lawrence.

3. Dr. Gary Holman was appointed Superintendent of the North Dakota School for the Deaf.

The following institutional appointments were made effective July 1, 1983.

INSTITUTION	APPOINTEE	TERM OF APPT.
State Industrial School	Walter Odegaard	2 years
State Penitentiary	Winston E. Satran	2 years
School for the Blind	Charles R. Borchert	2 years
School for the Deaf	Gary Holman	2 years
Grafton State School	Paul Witucki	Acting Supt.
State Radio Communications	Lyle V. Gallagher	2 years
State Library	Ruth Mahan	2 years

ACKNOWLEDGEMENTS

We wish to acknowledge the cooperation extended to this office by the Capitol Grounds Planning Commission for approving the implementation of the Capitol Grounds Beautification Committee recommendations, North Dakota Combined Law Enforcement Council, Department of Human Services, Vocational Education, Department of Public Instruction, State Health Department, State Fire Marshal, North Dakota National Guard, State Parks and Recreation, Lincoln-Oakes Nursery, State Highway Department, North Dakota Highway Patrol, Employment Security Bureau, Secretary of State's Office, Office of Management and Budget and Disaster Emergency Services.

FINANCIAL STATEMENT

July 1, 1981 - June 30, 1983

- Statement of Expenditures by Object -

Department 130

Salaries and Wages	$	2,690,610
Operating Expenses		
Data Processing	$	4,157
Travel		44,171
Water/Garbage		81,955
Natural Gas		176,125
Electricity		1,025,698
Rent of Equipment, Including Films		41,399
Rent of Building Space		61,410
Postage		22,979
Telephon /Telegraph		8,008
Repair Equipment - Other		9,250
Elevator Maintenance Contracts		159,848
Service Contracts - Other		46,338
Repair Buildings - Grounds		124,713
Legal - Audit		25,290
Engineers and Architects		21,495
Professionals Not Classified		23,723
Property/Liability Insurance		52,111
Radio/TV/Newspapers/License Fees		437
Dues/Memberships		5,655
Laundry/Dry Cleaning		1,013
Extermination Services		1,777
Other Miscellaneous Fees		16,822
Institutional Medical		1,495,072
Central Supply		5,429
Printing		12,422
Books/Periodicals/Subcontract		80
Food Supplies		6,637
Uniforms/ Dry Goods/Utensils		6,781
Janitorial/Laundry Supplies		28,389
Seed, Feed, Forage, Fertilizer		7,481
Trees, Shrubs, Etc.		1,204
Hardware and Building Supplies		46,474

Repair Parts - Vehicle		14,393
Paint		7,266
Plumbing		3,509
Electrical		11,343
Equipment Repair Parts - Other		12,952
Other Petroleum/Fuel Products		382
Supplies Not Classified		2,620
Metals, Lumber, Cement		407
Fuel and Oil		15,753
	TOTAL	$3,632,968

Equipment

Office Machines		790
Furniture and Furnishings		25,672
Machinery and Other Equipment		36,123
	TOTAL	$ 62,585

Major Improvements		$3,105,181
	GRAND TOTAL	$9,491,344

Department 131

Statewide Communications

Telephone/Telegraph		4,810,871
Central Data Processing		13,754
	GRAND TOTAL	$ 4,824,625

Department 132

Energy Conversion

Land, Structure, Major Improvements	$ 241,451

STATE OF

GRAFTON STATE SCHOOL

SAN HAVEN

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 June 30, 1983

Director of Institutions
ALTON L. LICK, DIRECTOR

STATE OF NORTH DAKOTA

Grafton State School

GRAFTON, NORTH DAKOTA
58237

TELEPHONE 701-352-2140

MILTON V. WISLAND, Ed. D.
Superintendent

PAUL P. WITUCKI
Assistant Superintendent

KENNETH D. YEARWOOD, M.D.
Director of Health Services

HENRY M. RAE
Director of Administration

GLENN L. WEIAND
Director of Personnel

October 12, 1983

Mr. Alton Lick
Director of Institutions
Capitol Bldg. - 10th Floor
Bismarck, ND 58505

Dear Mr. Lick:

In accordance with North Dakota Century Code and in compliance with your request, I respectfully submit the documented biennial report for the Grafton State School and San Haven, encompassing the calendar period of July 1, 1981 through June 30, 1983.

It is with great pleasure that I assure you, as you have witnessed, services and living environments for the mentally retarded citizens residing at these two facilities under your guidance have been enhanced. On behalf of all involved, thank you for your concern and interest. Without your efforts and those of the Legislature, we obviously would not have the increased staffing and improved construction now enjoyed.

Sincerely yours,

Paul Witucki

Paul Witucki
Acting Superintendent

PW/bbl

I N D E X

- Grafton State School -

LETTER TO ALTON L. LICK 6

BIENNIAL REPORT 8

DIRECTOR OF ADMINISTRATIVE SUPPORT SERVICES REPORT 11

STATEMENT OF REVENUE AND EXPENDITURES 12

PERSONNEL DIVISION REPORT 13

MOVEMENT OF RESIDENT POPULATION 16

LETTER FROM RICHARD CHARRIER 18

FINANCIAL REPORT APPROPRIATION EXPENDITURES FOR SAN HAVEN 20

BIENNIAL REPORT

The Grafton State School and San Haven continue to serve as residential facilities in the continuum of services for a portion of mentally retarded citizens in North Dakota. At the time of this writing there are 740 residents at Grafton and 193 at San Haven. Since the advent of more vigorous deinstitutionalization we observe a decline in population, practically each month. We expect this trend to continue for at least the next two bienniums.

As we community place the more capable, higher functioning residents, our population will consist primarily of those citizens who are profoundly and severely mentally retarded, with multiple disabilities needing intensive medical care and/or specialized training for behavioral and educational deficits.

In this biennium we "unitized" the residents and for the most part our service delivery system. Unitization for us meant homogenious grouping of residents into units of approximately 100 and then physically locating staff and services in the unit for delivery of services within the unit. This is contrasted by the former model of delivering specialized services from centralized departments. The unit model we are using is not new to residential facilities for the mentally retarded as it has been used nationwide for some time. We find this system to be very effective in the service delivery system; and staff, parents, and residents seem generally pleased with it. Services, programs, and active treatment becomes more individualized, personalized, and immediate. This could only have happened with the addition of more staff, which were appropriated by the Legislature.

For a sizeable portion of this biennium, we were inundated with a class action lawsuit and trial. Many staff spent considerable time preparing interrogatories, presenting at depositions, or testifying at the trial. We are pleased that this matter is over so that we can again concentrate on our other work. As a result of the trial we have a court order to follow and monitor who scrutinize our compliance with this order.

During this biennium our campuses at Grafton and San Haven have been in a state of upheaval due to the construction that has been going on. At Grafton two new residential facilities were completed in early 1983, the north end of the Health Services building was remodeled, our coal conversion project was completed, a new Physical Therapy and Occupational Therapy building was constructed, and remodeling of West and Wylie halls began. At San Haven remodeling of two resident units was completed and two more are in the process. All of this means better living facilities for the residents and also makes us eligible to receive Title XIX reimbursement by meeting their regulations. At Grafton 220 residents came into compliance with Title XIX and 68 at San Haven. This not only brings us revenue, but begins to bring us into compliance with the court order.

We continue to provide a full array of services to the residents on a 24-hour, 7 day a week basis. Individual treatment programs developed are written, and implemented by an interdisciplinary team of staff members. These programs are monitored by the teams to determine effectiveness and appropriateness every 30 days. We also provide short term diagnostic services, respite care, crisis intervention and consultant services to community programs when residents from our facilities are involved. The following is a list of other therapeutic services and programs offered:

1. Medical services
2. Dental services
3. Lab, and x-ray services
4. Pharmacy services
5. Physical therapy
6. Occupational therapy services
7. Nursing and hospital care
8. Adaptive equipment specialized services
9. Academic classroom services, including industrial arts and voc education
10. Arts and crafts training
11. Recreation services
12. Social services
13. Volunteer services
14. Psychological services
15. Speech and hearing services
16. Community placement and pre-placement habilitation services
17. Chaplaincy services
18. Behavior modification and management services
19. Specialized deaf-blind educational services
20. Foster grandparent services
21. Staff inservice orientation training
22. Multi-disciplinary evaluation services
23. Resident canteen experiences
24. Food services
25. Laundry services
26. Legal and financial services
27. Housekeeping and sewing services
28. Building and grounds maintenance services
29. Individual daily resident program services
30. Resident maintenance, care, counseling, and parenting services on a 24-hour basis
31. Music therapy

Our staff continues to work closely with the D.D. staff in all eight regions of the state. This close association has enhanced community placement success and made the admission procedure less laborious for us. Our placement recidivism has dropped significantly and our admission rate is holding at about 10 per year as anticipated. This cooperative effort allows parents to interact with staff in their geographic area and as such the residents enjoy more intense local input.

It is with pleasure that I submit this biennial report of highlights that occurred this biennium, including services offered at Grafton State School and San Haven. We are constantly striving to improve resident services

by increasing quality and quantity. We want to serve residents placed at the Grafton State School and San Haven to the best of our ability with the resources we have, so that we can say we are a caring people who are proud to contribute to the many services offered citizens in the great state of North Dakota.

Respectfully submitted,

Paul Witucki
Acting Superintendent

October 20, 1983

DIRECTOR OF ADMINISTRATIVE SUPPORT SERVICES REPORT

TO THE SUPERINTENDENT:

Grafton State School completed and initiated many capital improvement projects. Two new residential living units were completed and occupied in 1983. These units met all life-safety codes, and the 192 residents became eligible for federal funds under the Title XIX program. A physical therapy - occupational therapy building was constructed. The first phase of remodeling the health services center was completed. The transition to and construction of a new coal-fired boiler and facility were completed in 1983. A new underground electrical distribution and emergency generator were finished. Renovation work was begun on the buildings known as Wylie and West Halls with final completion scheduled during the 1983-85 biennium.

These projects improved the working environment for staff and provided improved facilities for the residents within which to live and receive active treatment. These projects indicate the commitment the Legislative Assembly and State of North Dakota have made to improve the facilities and programming for the developmentally disabled citizens in North Dakota. The Forty-seventh Legislative Assembly continued the commitment to improve services throughout North Dakota.

The detailed list of revenues and expenditures which follows is an integral part of this presentation.

Respectfully submitted,

Henry M. Rae

Henry M. Rae
Director of Administrative
Support Services

GRAFTON STATE SCHOOL

STATEMENT OF REVENUE AND EXPENDITURES
FOR THE BIENNIUM ENDED JUNE 30, 1983

REVENUE:	
General Fund Appropriations	$26,135,624
Care & Treatment - Bureau of Indian Affairs	457,082
Care & Treatment - Other	2,181,718
Special Appropriation - Measure #6	15,000,000
Miscellaneous	442,331
Total Revenue	$44,216,755
EXPENDITURES:	
Salaries	$25,140,364
Fees & Services	
Data Processing	27,097
Travel	88,397
Utilities	1,063,358
Rental	86,885
Communication	98,987
Repairs	184,333
Professional	371,308
Miscellaneous	248,774
Total Fees & Services	$ 2,169,139
Supplies & Materials	
Printing, Office Supplies	$ 184,150
Food Supplies	1,108,718
Clothing	346,473
Medical Supplies	364,439
Kitchen & Laundry	169,761
Hardware & Building	301,809
Petroleum & Fuel	145,784
Other Supplies	349,132
Total Supplies & Materials	$ 2,970,266
Equipment	$ 357,119
Special Projects	$13,579,867
TOTAL EXPENDITURES	$44,216,755
REVENUE OVER (UNDER) EXPENDITURES	$ -0-

Resident Cost of Care
July 1, 1981 -- $36.77 per day
July 1, 1982 -- $49.29 per day

PERSONNEL DIVISION REPORT

TO THE SUPERINTENDENT:

I am submitting to you pertinent data as it pertains to the office of the Director of Personnel for the period beginning July 1, 1981, and ending June 30, 1983.

Administration:

Dr. Milton V. Wisland, Superintendent of the Grafton State School during the 1981-83 Biennium, resigned his position to accept other employment. His successor is planned to assume office by January 1, 1984.

Staffing Levels:

The 1981-83 Biennium saw landmark changes in staffing levels. The 47th Legislative Assembly approved an additional 195 positions, while the ARC class action lawsuit resulted in 116 more; establishing the total new position count at 311. The total staffing levels for this biennium emerged at 934 positions, with 20 non-state funded positions inclusive. A Standards Compliance Coordinator was also added to address Title XIX needs.

Recruitment:

With the establishment of the new Personnel Officer/Recruiter position, recruitment efforts and methodology has been greatly enhanced. Personnel hired a vast number of professionals from a great variety of disciplines, such as speech pathology, psychology, special education, physical therapy, occupational therapy, and habilitation to name a few. The majority of health-care professions have been and are very critical in terms of supply and demand within the job market, with physical therapy an extremely critical area nationwide.

Legislative Salary Appropriation:

The 47th Legislative Assembly provided an appropriation of $19,806,264 for the existing positions and $4,178,698 for 195 new positions with total appropriation at $23,984,962. In addition, the Legislature authorized the expenditure of $506,463 to be derived from non-state sources, primarily that of Title I, Section 213. Expenditures for the 116 court-appointed positions totaled $1,747,039, causing a $780,653 over-expenditure in terms of the initial salary appropriation.

Pay Plan/Salary Increases:

The Grafton State School was appropriated a 9% increase in salary dollars for fiscal 81-82. However, with entry level of salary ranges increasing by 19% and the entire resident living series being upgraded from 1 to 4 pay grades, an array of salary percentage increases emerged. Based on 593 full-time employees, the arithmetic mean average arrived at 10.8%, while a second measure of central tendency, modal averages, identified 475 employees at 9%, 55 employees at 14.5%, 35 employees at 18%, and 20 employees at 25%.

Fiscal 82-83 of the biennium period saw a dramatic change in pay administration at this agency, whereby annual salary increases were predicated upon employee performance rather than the traditional tenure or across-the-board approach. A 4% increase in salary dollars was distributed among 663 full-time and 25 part-time employees. Salary percentage increases were awarded based upon numerical raw scores derived from employee performance appraisal instruments. A revised employee performance form was newly developed. There were a total of 16 raw score distributions made up of 3 score clusters to determine percentage increases, which ranged from a low of 1.7% to a high of 5.0%. The overall average salary percentage increase stabilized at approximately 3%, encompassing the largest number of employees.

Employee Turnover:

Retention of employees at the Grafton State School is steadily improving each biennium period, in that noticeable reductions in staff turnover became apparent. The following table demonstrates an appreciable decline in employee turnover:

Fiscal Year Ending June 30	Employee Losses	Percentage Turnover
1983	175	19.48%
1982	142	19.66%
1981	122	19.50%
1980	172	28.61%
1979	202	33.60%
1978	214	36.00%
1977	705	55.90%

The above figures reflect only full-time permanent positions and do not include separations due to attrition or leaves of absences.

Staff Training:

Inservice training was expanded and greatly enhanced during this reporting period. A training catalog offering some 60 courses was developed and written, while the orientation format for new employees was totally revamped.

All inservice training records were converted to computer, providing instant recall and retrieval of employee training records. This project was a cooperative venture between the Department of Psychological Services and the Inservice Training Department.

A new medication administration course was developed and implemented, demonstrating how training can impact service delivery. The course is designed to train direct-care staff to safely administer medications. A certain amount of positive peer pressure emerged, revolving around being selected to take the course, passing the final exam, and demonstrating hands-on competence.

A Resident Care Technician Program was developed and installed at the North Valley Vocational Education Center in Grafton. The project was a joint venture between the Grafton State School and North Valley, designed to train potential employees to provide direct-care services to residents. The program has received statewide recognition.

Conclusions:

The 1981-83 biennium period proved indeed to be an extremely impactive, exciting time of change for the Personnel Division. It was a time of positive change, with the impetus manifesting itself in greatly increased staff numbers. Significant gains were effected in recruitment technology, staff training, and general personnel management practices. One area that needs strengthening is the development of an adequate employees' assistance program. Personnel, as of this writing, is presently addressing this concern and is hopeful of fullfilling this important need.

Respectfully submitted,

Glenn L. Weiand

Glenn L. Weiand
Director of Personnel

MOVEMENT OF RESIDENT POPULATION

FOR THE YEAR BEGINNING JULY 1, 1982 AND ENDING JUNE 30, 1983

	MALES	FEMALES	TOTAL	MALES	FEMALES	TOTAL
Residents in the Institution at the Beginning of the Year	29	159	188			
Residents on Leave at the Beginning of the Year	110	96	212			
TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE YEAR				514	455	969
ADMISSIONS						
First Admissions including Evaluation Service Admissions	5	5	10			
Re-Admissions and returns from San Haven	9	5	15			
TOTAL ADMISSIONS				12	10	22
SEPARATIONS DURING THE YEAR						
Discharged directly from the Institution, including Evaluation Service Releases	1	3	4			
Discharged while on Leave	7	2	9			
Deaths in the Institution	5	4	9			
Deaths while on Leave	0	0	0			
Transfers to other Public Institutions for the mentally retarded in the same system (San Haven)	0	0	0			
TOTAL SEPARATIONS				13	9	22
RESIDENTS ON BOOKS AT THE END OF THE YEAR	381	346	727			
Residents on Placement at the End of the Year	109	97	205			
Residents Home on Vacation & Extended Vacation	2	13	36			
Residents at the Jamestown State Hospital for Treatment	4	1	5			
TOTAL ON LEAVE AT THE END OF THE YEAR				115	111	246
TOTAL POPULATION IN THE INSTITUTION AT THE END OF THE YEAR				381	449	727
TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR				516	557	973

COMMUNITY PLACEMENTS: 51

MOVEMENT OF RESIDENT POPULATION

FOR THE YEAR BEGINNING JULY 1, 1931 AND ENDING JUNE 30, 1932

	MALES	FEMALES	TOTAL	MALES	FEMALES	TOTAL
Residents in the Institution at the Beginning of the Year	397	370	767			
Residents on Leave at the Beginning of the Year	113	100	213			
TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE YEAR				510	470	980
ADMISSIONS						
First Admissions including Evaluation Service Admissions	3	6	9			
Re-Admissions and returns from San Haven State Hospital	33	3	36			
TOTAL ADMISSIONS				36	9	45
SEPARATIONS DURING THE YEAR						
Discharged directly from the Institution, including Releases from Evaluation Services	4	2	6			
Discharged while on Leave	6	12	18			
Deaths in the Institution	4	1	5			
Deaths while on Leave	0	2	2			
Transfers to other Public Institutions for the mentally retarded in the same system (San Haven State Hospital).	17	7	24			
TOTAL SEPARATIONS				31	24	55
RESIDENTS ON BOOKS AT THE END OF THE YEAR	399	359	758			
Residents on Placement at the end of the Year	89	78	167			
Residents home on Vacation and Extended Vacation	24	17	41			
Residents at the Jamestown State Hospital for Treatment	3	1	4			
TOTAL ON LEAVE AT THE END OF THE YEAR				116	96	212
TOTAL POPULATION IN THE INSTITUTION AT THE END OF THE YEAR				399	359	758
TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR				515	455	970

Community Placements: 36

GOVERNOR
Allen I. Olson

DIRECTOR OF INSTITUTIONS
Alton L. Lick, Director

DOI Tel. No. 224-2471

SAN HAVEN

A Division of the
Grafton State School
San Haven, North Dakota 58371

MILTON WISLAND, Ed.D.
Superintendent

R. L. CHARRIER
Asst. Superintendent

LEO C. KINNEY
Business Manager

Tel. No. 244-5595

November 1, 1983

Mr. Paul Witucki
Acting Superintendent
Grafton State School
Grafton, ND 58237

RE: Bienniel Report

Dear Mr. Witucki:

Enclosed is the report of the San Haven Division of the Grafton State School for the biennium ending June 30, 1983.

Sincerely yours,

R L Charrier

R.L. Charrier
Assistant Superintendent

RLC/djk

The 1981-1983 biennium has seen many changes and improvements at San Haven. When San Haven became a division of the Grafton State School, in 1973, the superintendent told the legislators that it would take three to four bienniums to fully assess the role of San Haven and the needs of the institution. In 1979 funds were appropriated, contingent upon the general fund balance, for the construction of a new building to house the Laundry and Food Services Departments of the institution. This building, known as the Combined Services uilding, was occupied in June 1982 and dedicated to Representative Oscar Solberg in July 1983 by Governor Allen Olson. Renovation projects have been completed in Pinecrest (Formerly called the Nurses' Home) and Southview (formerly known as the Childrens' Building). These two buildings are the resident living areas for a total of sixty-eight older residents. Building III, now called Centerview, has been renovated with three of the five floors used for resident living areas, the fifth floor for administrative offices and the first floor used as program space. There are twenty-five residents living of each of these three floors. Building II is to be renovated to provide program space during the 1983-1985 biennium. This project should be complete early in 1984.

San Haven has long been known for the quality of basic care that has been provided for the residents but was lacking in the areas of programs for the maintenance and enhancement of their skills. As a result of the planning, and support by the Executive and Legislative branches of the State Government, these programs are either now in place or soon will be implemented. Pinecrest and Southview were the first two areas of the state institutions to come into compliance with Medicaid (Title XIX) standards, a large part of which is in the area of active treatment programs. As a result of the federal (Medicaid) funds became available to offset a major portion of the cost of operation of the institution. This is reflected in the revenue section of the financial portion of this report. Many new professional positions have been added to the San Haven staff which, together with the dedicated efforts of the other staff members, has added to the quality of life for the residents.

Plans have been developed to the effect that San Haven will have a total of one hundred forty three Title XIX certified beds by July 1, 1984. With an active deinstitutionalization program being implemented in this state, it is felt that it is more realistic and practical to plan for this, about 32%, reduction in resident population. These plans have taken into consideration staff needs and capital expenditures toward the end that staff will not have to be layed off and only necessary dollars will be expended. It is anticipated that San Haven will evolve toward a congregate care center for the elderly developmentally disabled.

Having passed the mile-stone of seventy years of service to the citizens of North Dakota, first as the State Tuberculosis Sanitorium and now as a part of the State system of delivery of service to the developmentally disabled the future of San Haven is set on the path of challenge with optimism.

Respectfully submitted

R. L. Charrier

R. L. Charrier
Assistant Superintendent

FINANCIAL REPORT
APPROPRIATION EXPENDITURES
FOR BIENNIUM ENDING JUNE 30, 1983

APPROPRIATION EXPENDITURES:			
SALARIES AND WAGES:			
Salaries and Wages		6,645,725.14	
Fringe Benefits			
Teachers ICR	4,568.31		
O.A.S.I.S.	1,440.32		
Social Security--Matching	444,456.69		
Hospital Insurance--Matching	403,560.34		
Workmen's Compensation Premiums	19,595.34		
Unemployment Insurance	34,838.26		
State Retirement Contribution	285,178.83	1,193,638.29	7,839,363.43
FEES AND SERVICES			768,313.90
CENTRAL DATA PROCESSING			3,475.30
SUPPLIES AND MATERIALS			1,362,005.22
EQUIPMENT			76,364.51
MAJOR IMPROVEMENTS			1,769,382.59
Total Appropriation Expenditures			11,818,904.95
INSTITUTIONAL COLLECTIONS--REVENUES:			
CARE AND TREATMENT:			
Title XIX	1,154,901.56		
Bureau of Indian Affairs	220,257.16		
Other	417,418.67	1,792,577.39	
LEASE:			
Rental of Land	3,300.00		
Rental of Rooms and Buildings	31,493.00	34,793.00	
RENTAL--TELEPHONE COLLECTIONS		36.26	
SALE OF SALVAGE AND SCRAP		8,967.37	
SALE OF MEALS--PREPARED FOOD		64,399.50	
MISCELLANEOUS REFUNDS		4,323.16	
MISCELLANEOUS		7,499.71	
Total Institutional Collections			1,912,596.39
NET GENERAL FUND EXPENDITURES			9,906,308.56

STATE OF NORTH DAKOTA

RESIDENT CENSUS

SAN HAVEN

MONTH	AMBULATORY	NON-AMBULATORY	TOTAL
7-1-81	120	112	232
8-1-81	120	112	232
9-1-81	118	112	230
10-1-81	118	111	229
11-1-81	118	111	229
12-1-81	118	111	229
1-1-82	118	110	228
2-1-82	118	110	228
3-1-82	116	110	226
4-1-82	116	110	226
5-1-82	116	109	225
6-1-82	109	109	218
7-1-82	108	109	217
8-1-82	108	109	217
9-1-82	108	109	217
10-1-82	107	108	215
11-1-82	107	106	213
12-1-82	107	105	212
1-1-83	107	105	212
2-1-83	107	104	211
3-1-83	107	104	211
4-1-83	107	103	210
5-1-83	107	103	210
6-1-83	107	103	210

STATE OF

SCHOOL FOR THE DEAF

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

THE NORTH DAKOTA SCHOOL FOR THE DEAF

FORTY-SIXTH

BIENNIAL REPORT

July 1, 1981 through June 30, 1983

Dr. Gary L. Holman

Superintendent

North Dakota School for the Deaf

DEVILS LAKE, ND 58301 PHONE (701) 662-5031

ALTON L. LICK
DIRECTOR OF INSTITUTIONS, BISMARCK

DR. GARY L. HOLMAN
SUPERINTENDENT, DEVILS LAKE

Mr. Alton L. Lick
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Mr. Lick,

In compliance with the law and in accordance with the regulations of the Director of Institutions, the Forty-Sixth Biennial Report of the North Dakota School for the Deaf for the period beginning July 1, 1981, and ending June 30, 1983, is herewith submitted.

Respectfully yours,

Gary L. Holman

DR. GARY L. HOLMAN,
Superintendent

NORTH DAKOTA SCHOOL FOR THE DEAF

BIENNIAL REPORT

JULY 1, 1981 TO JUNE 30, 1983

CONTENTS

P.

ORGANIZATION CHART 24

FUNCTION

STATUTORY AND/OR CONSTITUTIONAL RESPONSIBILITIES 26

ADMINISTRATION 26

PHILOSOPHY OF EDUCATION 27

EDUCATION/RESIDENT LIVING 27

IN-SERVICE PROGRAMS FOR EDUCATIONAL AND RESIDENTIAL STAFF 28

PARENT EDUCATION 29

STUDENT/ALUMNI ACTIVITIES 29

NEW FUNCTIONS 30

PSYCHOLOGICAL SERVICES
Evaluation Team 30
Placement 30
Counseling Services 31

MIDDLE SCHOOL RESIDENTIAL PROGRAM 31

ACTIVITIES CENTER
Social and Recreational Program 31
Swimming and Water Safety 31
Theraputic Treatments 32

ATHLETIC CO-OP PROGRAM WITH DEVILS LAKE PUBLIC SCHOOLS 32

PUBLIC RELATIONS 32

EVALUATION

BUSINESS ADMINISTRATION 33

FUNDING 33

ENERGY CONSERVATION 33

SALE OF SURPLUS PROPERTY 34

STAFF DEVELOPMENT 34

NEW EQUIPMENT 34

AUXILIARY SERVICES 35

NEW CONSTRUCTION 35

MIDDLE SCHOOL DORMITORY 35

ACTIVITIES CENTER 35

ACCESS/PEDESTRIAN TUNNEL 35

MAJOR IMPROVEMENTS TO BUILDINGS & GROUNDS 36

NOTEWORTHY IMPROVEMENTS COMPLETED BY THE SCHOOL MAINTENANCE CREW 36

IDENTIFICATION OF TRENDS

PARENT/INFANT EDUCATION 37

LONG RANGE PLAN 37

PROGRAM INVENTORY AND COST ANALYSIS SUMMARY

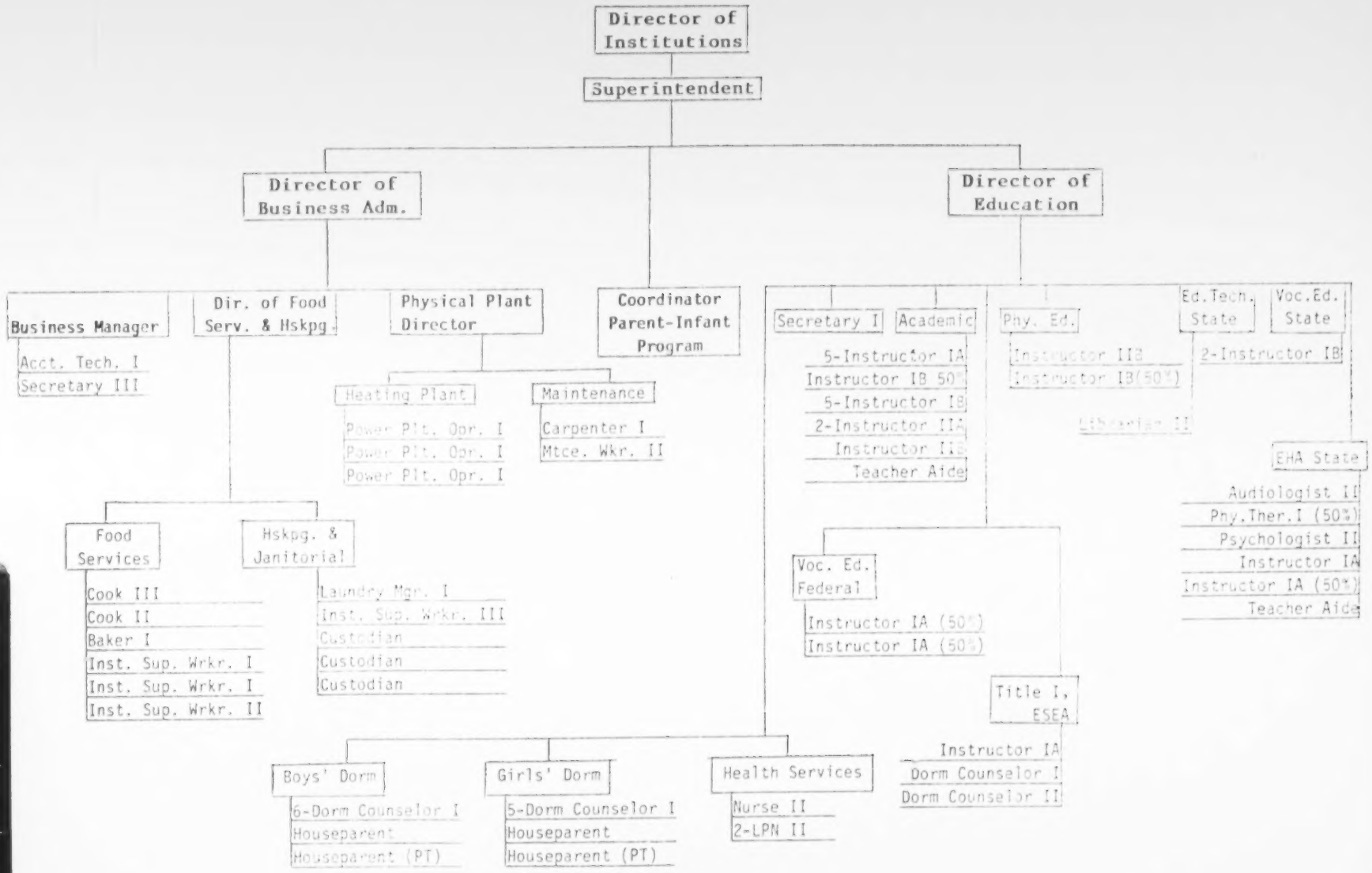
COST SUMMARY BY PROGRAMS 37

COST SUMMARY BY OBJECT 37

SUMMARY OF FUNDING 39

RESOURCES AVAILABLE 39

NORTH DAKOTA SCHOOL FOR THE DEAF



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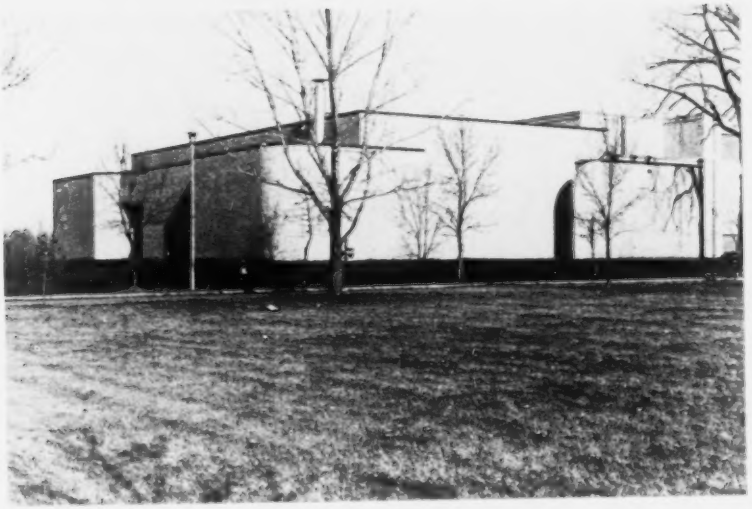
MIDDLE SCHOOL DORMITORY

ACTIVITIES CENTER



WATER SAFETY PROGRAM

FUNCTION

STATUTORY AND/OR CONSTITUTIONAL RESPONSIBILITIES

The North Dakota School for the Deaf, established in 1890 by the North Dakota Constitution, Article 10, Section 215, and located in Devils Lake, is under the direction, control, and management of the Director of Institutions. The School is an educational institution supported by the State for the education of children whose hearing is so impaired they are unable to progress satisfactorily in the public schools. To be eligible for enrollment, hearing impaired children must be between the ages of 0 and 21, residents of North Dakota, and educable.

Board, room, laundry, tuition, books and supplies, and all related services are provided by the State. Parents are responsible for clothing, incidental expenses, dental care, and hospitalization.

Although the North Dakota School for the Deaf is supported by the State and is sometimes known as an institution, it should not be confused with other types of institutions. It is a school using specialized methods of instruction. The students attend nine months (180 days) per year. Their vacation periods are the same as public schools, and they are home for approximately three months during the summer. Parents or guardians do not relinquish any of their rights by enrolling their children in the school.

The campus is located on the northwest edge of the City of Devils Lake on a tract of land embracing 51.26 acres. Its bui lings, grounds, and equipment represent an investment of almost five million dollars.

ADMINISTRATION

James R. Rainier was appointed Acting Superintendent of the North Dakota School for the Deaf after Supt. Hayek's death on June 23, 1981. Mr. Rainier served in that capacity until July 1, 1982, at which time Dr. Gary L. Holman was appointed Superintendent. During Mr. Rainier's administration, the policies initiated by Mr. Hayek were continued with proper adjustments made in response to the changing needs of the students and staff.

Dr. Holman earned a B.A. in Speech Pathology and Audiology from Idaho State University, a M.S. in Education of the Deaf from the Oregon College of Education, and a Ph.D. from the University of Pittsburgh in Special Education. He taught at the Idaho State School for the Deaf, Idaho State University, and served as Director of the Middle School and Academic Principal at the Western Pennsylvania School for the Deaf for eleven years prior to coming to North Dakota.

PHILOSOPHY OF EDUCATION

To provide individual educational programs for the hearing impaired students of North Dakota designed to prepare them to be productive members of society.

The primary emphasis of each child's program is the development of functional language including both expressive and receptive skills---speech, speech reading, manual communication, reading, writing, and auditory processing. As language proficiency permits, each child's program will stress development of positive social and emotional attitudes, achievement in academic subjects, vocational exploration, and the development of independent living skills.

Through the coordination of the academic and residential living programs, progress toward the attainment of each child's potential will be made in...

...the development of communication skills for interacting with both hearing and deaf members of our society.
...the development of skills in identifying problems, thinking effectively about them and acting constructively toward their solutions.
...the development of positive student attitudes about self and their deafness, in addition to their roles in their families and in society.
...the productive use of leisure time such as the acquisition of a broad range of interests, appreciation of recreational reading, hobbies, games, physical skills, fine arts, and extra curricular activites.
...learning self control in concert with society's standards and developing the lasting values of honesty, truthfulness, and respect for authority.
...the exploration of vocational and post secondary educational alternatives.

EDUCATION/RESIDENT LIVING

The North Dakota School for the Deaf graduated twelve students during the 1981-83 biennium. Six students passed the Gallaudet College Entrance Examination with four graduates entering Gallaudet College in Washington, D.C. Three graduates pursued their post-secondary education at the National Technical Institute for the Deaf (NTID) in Rochester, New York, and two entered the Trade and Vocational Institute (TVI) in St. Paul, Minnesota. Three of the graduates (multi-handicapped) received training in sheltered workshops or remained at home.

The high school cooperative program with Devils Lake Public Schools was expanded to include sixteen vocational alternatives from which NDSD students could choose. In addition to the eighteen deaf students completing vocational courses at the Lake Area Vocational Technical Center (LAVTC), six deaf students elected to take academic courses at Devils Lake Central High School. Their courses included accounting, art, and higher mathematics.

The educational component of the school is staffed with certified personnel in the area of hearing impaired and in the area of teaching assignment (elementary, high school, vocational, etc.).

An ongoing evaluation of curriculum is carried out with changes made to meet the needs of the student population. The emphasis of the program is to provide each child the best trained teacher possible with a curriculum that allows for individual programming.

The education of deaf children requires numerous opportunities for students to practice the content, concepts, and communication skills they learn in school. Hence, the residential programs at NDSD are, in the true sense of the word, "arenas" for using the skills taught in school. Language projects are developed cooperatively with teachers in a wide variety of areas so the repetition of language exposure, the feedback from adults, and the expansion of skills are resources to the classroom programs. A few of the 1981-83 projects were mini-units on banking skills, civil defense, emergency survival, health and body care, hunter safety, problem solving, sex education, and cardiopulmonary resuscitation (CPR).

The language deficit of deaf children is the primary focus of their individualized educational programs (IEPs). As with one learning a foreign language, the learner must practice a great deal before the skill becomes functional. NDSD after-school programs give deaf students opportunities to receive that practice during sports (basketball, track, football, and wrestling), cheerleading, snack bar, swimming activities, field trips, campouts, dances, trips to town, and other social activities.

It has been said that the residential school provides deaf children with the totality of experience. It is an educational community and social system which transforms a sensory handicapped child from a non-communicating youngster into a competitive member of society. It assists children toward the development of strong self concepts and encourages human relationships which positively carry over into everyday adult life.

In-service Programs for Educational and Residential Staff

...fifteen teachers attended a Ling Speech Workshop at Augustana College
...twenty-one teachers, dormitory supervisors, and other staff members attended a computer literacy course at Lake Region Community College (LRCC)
...a workshop on the Apple Tree Language Program was conducted for the teachers by personnel from the Iowa School for the Deaf
...an introductory workshop was held for teachers on the Verbotonal Method of teaching speech, language, and auditory training to deaf students
...a six-week "psychology of deafness" class was held for the staff
...a Registry of Interpreters conference was conducted for interpreters from throughout North Dakota
...a workshop on developmental disabilities was held for the academic department
...the SKI-HI program was explained to the staff
...a cardiopulmonary resuscitation class was held for educational and residential staff

...a parent/teacher workshop was conducted by Gallaudet College and Special Schools of the Future

...nine teachers attended the joint Conference of Educational Administrators of Schools for the Deaf (CEASD) and Convention of American Instructors of the Deaf (CAID) in Winnipeg, Manitoba

...Gallaudet College presented a workshop on Social-Emotional Aspects of Deafness for the educational and residential staff

Parent Education

A series of four parent workshops were held during the 1982-83 school year. Each session was 2½ days of lectures, observations, projects, and free time for individual discussions. The participants were chosen according to the ages of their deaf children. Although the composition of the groups varied, an attempt was made to have the parents of a deaf infant, of an elementary deaf child, of a middle school deaf child, and of a high school deaf child attend each session. The formal sessions included presentations by the NDSD staff on the educational programs, audiology, psychology of deafness, physical education, art, vocational education, and telephone devices for the deaf.

The school newspaper, **The Banner**, has also been restructured for the purpose of educating parents about NDSD, their children's programs, and of the current status of deaf education.

In addition to the above parent programs, workshops specifically designed for parents were held throughout the 1981-83 biennium.

Student/Alumni Activities

...December, 1981, Governor Olson presented the Theodore Roosevelt Rough Rider Award to Phyllis Frelich, class of 1962.

...The North Dakota Association of the Deaf (NDAD) held its picnic on the NDSD grounds. A tour of the school was included in their program for more than 200 participants.

...February, 1982, Jolleen Kramer was named Most Outstanding FBLA Member by the local Future Business Leaders of America chapter.

...The Hall of Fame Committee chose charter members for the NDSD Hall of Fame:

Frank Brockamp	1939-basketball
Norbert Brockamp	1936-basketball
Timothy Frelich	1961-basketball
William F. Hartl	1933-all around athletic assistant
Duane McDaniel	1955-track
John Nesvig	1961-track & football
L. Dwight Rafferty	1937-coach (1943-1976)
Karen Whetter	1954-basketball
Louis Burns, coach	(1924-1952) Posthumously
Rolf Harmsen	1922-track Posthumously
Michael Mueller	1923-track Posthumously

...Linda Schiltz was elected president of the Distributive Education Clubs of America (DECA) at Lake Area Vocational Technical Center.

...Steve Blehm (1973), Bennie Dockter (1939), and Kent Elstad (1952) were inducted into the NDSD Hall of Fame in a June 1983 ceremony.

...Jena Haugen and Marla Wieland were the first North Dakota students to be participants in the Close-Up program. Their teacher, Henry Brenner, accompanied the students to Washington, D.C. for one week of educational experiences about American democracy.

...Marla Wieland was selected to be the keynote speaker at the North Dakota State House Youth Conference.

NEW FUNCTIONS

The staff of the North Dakota School for the Deaf is striving to provide comprehensive services to all school age hearing impaired children in North Dakota. The services of the North Dakota School for the Deaf have been expanded in the areas of psychological services, water safety, athletics, and improved residential programming for middle school students.

PSYCHOLOGICAL SERVICES

Evaluation Team

The employment of a certified school psychologist in 1981 has permitted NDSD to offer psychological evaluation services to all North Dakota school districts. This service in addition to the existing audiological and educational capabilities of the evaluation staff has proven to be a welcome outreach program for the citizens of North Dakota.

Prior to the forming of the NDSD evaluation team, a parent, an educator in a public school district, or a service provider from a wide variety of agencies would need to secure the services of experts from various clinics which were frequently located in distant communities. Therefore, the data gathered often was obtained over a period of time and placement and treatment decisions were made by individuals from non-related reports. Currently, the NDSD evaluation center can obtain and analyze audiological, educational, psychological, and other data during a one or two visit experience. The culminating efforts of "the evaluation team" result in specific data on the child's background, current abilities and disabilities, and a recommendation for remediation of the problem areas.

Placement

The Education for All Handicapped Children Act (P.L. 94-142) mandates that children be evaluated by qualified experts and be placed in appropriate programs. Since the attainment of a deaf child's potential is largely dependent on early intervention, the evaluation team has been a valuable resource to the North Dakota Parent-Infant Program for the Deaf. This program is sponsored through a cooperative contractural arrangement among the Department of Human resources, the North Dakota School for the Deaf, and Sertoma International donations channeled through Dakota Northwestern University. In addition, public school districts are now able to refer students to NDSD for evaluations prior to making decisions regarding continuing or changing a hearing impaired child's educational placement.

Counseling Services

The psychologist serves an additional function for students currently attending NDSD. She is a resource to teachers and coordinates student staffing meetings for the purposes of studying student progress or lack of progress, devising intervention programs, and implementing those strategies with adjustments as the child's needs change.

MIDDLE SCHOOL RESIDENTIAL PROGRAM

Opportunities for responding to the needs of varying age levels of students were made possible by the addition of the Middle School Dormitory. It was first occupied in September of 1982.

Since deaf children mature in a predictable pattern, it is necessary to achieve an appropriate balance of exposure of one age group of students with another ie., the interests and pursuits of middle school students may be too advanced for elementary students or not sufficiently developed for interacting with high school students.

The Middle School Dormitory has permitted the separation of residential living into the following divisions for boys: elementary, middle school, and high school. The dormitory houses both boys and girls, so it has also permitted the separation of middle school girls from high school girls. The co-ed design promotes the development of social and independent living skills while giving the students sufficient privacy and relief from peer pressure.

The after school programs have also been expanded and enhanced because of the additional facility. For example, the simulated home atmosphere, spacious recreation area, and daily exposure to each of the sexes has encouraged healthy boy/girl relationships which are appropriate for their ages. This freedom to make choices of social partners for games, TV viewing, cooking a snack, or having conversations allows the professional staff to obtain observational data on students and give the students counseling and guidance as needed.

ACTIVITIES CENTER

Social and Recreational Program

In April of 1983 the Activities Center opened. It is adjacent to the gymnasium and contains a swimming pool, a snack bar, and a recreation room (The Bulldog Parlor). The location of the Activity Center gives students an excellent opportunity to practice choosing from several alternatives those activities in which they would like to participate. For example, students entering the Activities Center may choose to go to the gymnasium, swimming pool, snack bar, or recreation room.

Swimming and Water Safety

Currently all ages of NDSD students are scheduled regularly into swimming physical education classes. The goals of the program include

teaching basic swimming to non-swimmers. The classes stress the familiarity of being in water, proper breathing techniques, and basic swimming strokes. Advanced swimmers are taught life saving techniques within the guidelines set forth in the American Red Cross curriculum.

Boat safety also is taught as part of the water safety program. Actual experiences in a boat are provided so that students understand the effects of erratic movements in a boat, shifting of a load in the boat, and of course, survival skills should a boat capsize.

Theraputic Treatments

Within the NDSD student population are students with physical handicaps. These students are given numerous opportunities to exercise in the pool. Specific types of activities are supervised to assure that the recommendations of the physical therapist are followed.

ATHLETIC CO-OP PROGRAM WITH DEVILS LAKE PUBLIC SCHOOLS

To date a co-op program has been developed in football and wrestling. Although the number of NDSD students participating is small, the program has resulted in one deaf boy wrestling on the varsity team and four boys playing football. The precedent set by these students will result in others trying out for the teams. The benefits of the team sports are numerous, but the real value for deaf students participating with hearing athletes is a tremendous boost in their self confidence. Hence, with the excellent cooperation of the Devils Lake coaches and administrators, the deaf students have an opportunity to play on teams not offered at NDSD and to gain from their hearing peers.

PUBLIC RELATIONS

The North Dakota School for the Deaf provides a local, regional, and state service to the citizens. Yet, the services are unknown to many North Dakota residents until they are faced with a family member or friend who may have been diagnosed as being hearing impaired. Because it is imperative that an individual seek help as early as possible, the following attempts to inform the public about North Dakota's services were made:

...An open house was held with special invitations issued to all North Dakota special education directors. A brunch was served and a tour of the facilities was conducted.

...Opportunities such as National School Lunch Week were used to bring Parent, Teacher, Counselor Organization members to the campus to eat with the students.

...A special program designed to acquaint the citizens of Devils Lake with NDSD was implemented. For example, each year a local service club will be invited to eat dinner with the students and staff.
Approximately 50 Rotary International members attended the first event. This program will encourage a different service club to participate in a meal and tour the campus each year.

...In conjunction with Deaf Awareness Week, a series of five tours of the campus were conducted.

...Approximately two tours of the school were conducted monthly throughout the 1981-83 biennium.

BUSINESS ADMINISTRATION

The goal of business administration was to plan and develop, administer, and account for, within state statutes and regulations, the efficient management of the school's resources (funds, auxiliary services staff, and physical plant).

Funding

The 1981-83 appropriation was cut back during the biennium as directed by the Governor of the State of North Dakota in response to a shortfall in estimated state revenues due to declining economic conditions.

The 5.27% adjustment reduced the overall appropriation $195,235 from the original $3,706,064 to $3,510,829.

The school was able to meet its operating costs within the reduced appropriation by accelerating supply and energy conservation practices; by deferring certain improvements and equipment purchases; through compliance with executive guidelines for salary increases; and with unexpected savings in the cost of utilities.

The sizable savings experienced in utilities dollars, especially in natural gas and electricity, resulted from the increased emphasis on energy conservation, the unusually mild 1982-83 winter, and a year's delay in the anticipated completion dates of the Middle School Dormitory and the Activities Center.

Much of the credit for the success of the school's overall austerity program, however, must go to the staff and students who were most cooperative with the administration in conserving as much as possible during the biennium.

Energy Conservation

Although the school has practiced energy conservation for a number of years, efforts were renewed during the 1981-83 biennium.

The school's energy conservation plan was updated and expanded into a Conservation and Renewable Energy (C&RE) Program to meet requirements of the Western Area Power Administration, United States Department of Energy.

The C&RE program includes ...

...dissemination of information on energy savings procedures;

...improved vehicle operation and maintenance;

...reduction of natural gas and electricity consumption (through modifications to equipment and heating/cooling systems, replacement of obsolete equipment, manual load leveling, and installation of time-set devices);

...completion of retrofit projects (replacement of deteriorated roofing, steam pipe insulation, freezer wall insulation, and windows).

Sale of Surplus Property

On September 22, 1982, obsolete equipment which had accumulated in attics and storerooms over the years was disposed of at public auction as authorized by the Office of Management & Budget. Included in the sale were additional surplus items from the Grafton State School and the North Dakota School for the Blind.

Gross receipts which were reported as $11,341.50 were credited to the state's General Fund by OMB.

Staff Development

In-service training was continued for staff members in business administration and auxiliary services. Major activities...

...food service staff attended the North Dakota School Food Service Association annual conference in Bismarck (1981)
...food service staff and custodians attended an afternoon workshop at NDSD on sanitation, food handling procedures, and personal habits presented by the State Department of Health
...custodial staff attended a two-day custodial workshop at Devils Lake and Grand Forks sponsored by the North Dakota State School of Science, Continuing Education Division.
...engineering/maintenance staff members were instructed by a professional in the proper chemical treatment of water used in the boilers and related heating systems.
...the two newest members of the engineering/maintenance staff attended a two-day short course at Devils Lake on boiler and heating plant operation sponsored by NDSSS, Continuing Education Division.
...business office staff attended a one-day workshop in Fargo on introduction to computers sponsored by NDSU Computer Systems Institute, Division of Continuing Studies, and the Small Business Administration.
...business office staff completed the course "Introduction to Personal Computers" at the Lake Region Community College.

Annual performance appraisals also were continued for all staff members.

The salary administration plan which has been in use for several years was modified to comply with executive guidelines for salary increases. The plan was developed to insure a more equitable placement of each employee on the salary range established for that classification by Central Personnel Division. The plan considers qualifications and experience, tenure with the School for the Deaf and with the state, merit (based on performance appraisals), working conditions, and internal relationships.

New Equipment

Special items purchased during the biennium included auditory training equipment, four computers with peripherial units for instructional purposes, five televisions with caption decoders, one telephone device for the deaf (TDD), an audiometer, a processor and a copier for the graphic arts

department, a new vehicle (½ ton pickup), two memory typewriters for the offices, and an ice machine and a steam jacket kettle for the food service department.

AUXILIARY SERVICES

(Food Service, Housekeeping & Janitorial, Engineering & Maintenance)

Main objectives which auxiliary services has attained at a reasonable cost and will continue are...

...providing safe, wholesome, nutritious meals for students in a home-like atmosphere
...keeping all facilities clean, sanitary, and attractive
...keeping the students' personal clothing and the school's linens sanitary, clean, and in repair
...providing heat and hot water to physical plant
...maintaining buildings and grounds in a safe, functional, and attractive state

NEW CONSTRUCTION

Middle School Dormitory

Construction of a coeducational residential cottage which was begun in the previous biennium was completed in time for the opening of the 1982-83 school term.

The one-story structure of pre-cast concrete walls provides 8,464 square feet of living space (in two units) for up to 33 middle school students and includes a commons area for study and relaxation.

Construction costs of $540,279 were funded through an appropriation of $345,000 in the Capital Construction Fund passed during the 1979 Legislative Session (SB 2487) and an additional appropriation of $195,337 to the school passed during the 1981 Legislative Session (SB 2021).

Activities Center

Construction of the Activities Center was begun in May, 1982, and completed in April, 1983.

The 8,681 square foot, one-story structure of cement block and brick includes a swimming pool, a student center, and a canteen.

Funding for the $869,000 building was provided in the Capital Construction Fund passed during the 1981 Legislative Session (HB 1341).

Access/Pedestrian Tunnel

The old deteriorated utility tunnel between the school building and vocational building (about 184') was replaced during the 1982 summer recess with a new 7' X 7' utility/pedestrian tunnel at a cost of $88,992.

Major Improvements to Buildings & Grounds

...a half-mile perimeter road and a 20-vehicle parking lot
...air conditioning of the food service area
...new floor covering in the gymnasium
...new shingles on school building
...updated telephone system
...fire alarm system extended to old infirmary, annunciator installed in power house
...special assessments (school's share of city's improvements to water and sewer lines in the area)
...natural gas service line extended to middle school dorm and superintendent's residence
...heating system in superintendent's residence modified to conserve energy
...carpeted several rooms on campus including the Bulldog Parlor, an office, and unfinished basement rooms in the superintendent's residence
...seal coat applied to main entrance and exit roads
...number of evergreen trees transplanted near the middle school dormitory and superintendent's residence

Noteworthy Improvements Completed by the School Maintenance Crew

...remodeled walk-in cooler and walk-in freezer in the food service department, installed stainless steel shelving in freezer
...constructed 455' of sidewalks (and service slab) behind the trades building, along the new parking lot, to entrances to the new Activities Center, and along the main entrance road
...relocated a storage building to provide safer visibility on new perimeter road
...relocated 350' of perimeter fencing
...installed curb stops in the new parking lot
...landscaped areas around the Middle School Dorm, the Activities Center, and along the perimeter road
...installed a chain-link fence and playground equipment north of resource center for the primary children
...remodeled two basement rooms in the school building into an office and a workroom
...built wooden shelving for middle school dormitory
...installed five exhaust fans in restrooms and lounge in school building
...installed chemical feeder on the water line for boilers

IDENTIFICATION OF TRENDS

Parent/Infant Education

Considerable progress has been made toward establishing a functional outreach program designed to provide diagnostic, educational, audiological, and other consultive services to the residents of North Dakota. Accomplishing this goal will require NDSD staff to travel throughout the state as requested by clinics, school districts, and parents. An excellent foundation has been laid through the North Dakota Parent/Infant Program. The information parents are receiving about the needs of their deaf infants will provide future payoffs for the deaf children, their parents, and the State of North Dakota. Hence,a major goal of the 1983-85 biennium and future bienniums will be to expand that program.

Long Range Plan

A five- and ten-year study of the projected student population, the physical plant, the school curriculum, and personnel needs should be completed. As part of that process a self study will begin as part of the Conference of Educational Administrators of Schools for the Deaf (CEASD) accreditation process. The self study will begin during the 1983-85 biennium with the accreditation site visit to occur during the 1985-87 biennium. Based upon the findings of that study, a long range plan of all aspects of NDSD will assist future development activities.

PROGRAM INVENTORY AND COST ANALYSIS SUMMARY

COST SUMMARY BY PROGRAMS

Major Projects	$398,876	
Auxiliary Services	947,772	
Administration	268,697	
Resident Living	525,853	
Education	1,182,353	
1981-83 Costs		$3,323,551

COST SUMMARY BY OBJECT

Salaries & Wages		
Salaries & Wages	$2,041,734	
Fringe Benefits	377,357	
		$2,419,091
Operating Expenses		
Travel	9,375	
Water, Sewage, & Garbage	4,907	
Natural Gas	109,074	
Electricity	21,248	
Office Equipment Rental	2,719	

Postage	4,944	
Telephone & Telegraph	12,380	
Repair of Autos	266	
Repair of Other Equipment	5,230	
Service Contracts	17,262	
Repair Buildings & Grounds	33,397	
Medical Services	4,738	
Architects & Engineers	2,717	
Management & Consultant Services	2,139	
Professional Fees Not Classified	372	
Property Insurance	8,997	
Liability Insurance	2,090	
Moving Expense	750	
Radio, TV, & Newspaper Fees	3,245	
Dues & Memberships	2,699	
Extermination Services	985	
Professional Development	204	
Tuition Fees	1,209	
Other Miscellaneous Fees	5,554	
Office Supplies	2,495	
Printing	14	
Books	4,134	
Periodicals & Subscriptions	1,904	
Educational Supplies	34,940	
Food Supplies	66,236	
Drygoods	2,039	
Medicine & Drugs	1,154	
Dishes	937	
Laundry Supplies	3,185	
Janitorial Supplies	4,870	
Hardware & Building Supplies	15,643	
Paint	1,992	
Plumbing	1,327	
Electrical	1,355	
Equipment Repair Parts	2,594	
Coal	5,893	
Supplies Not Classified	13,564	
Misc. Supplies/Swimming Pool	1,575	
Fuel & Oil	7,240	
Data Processing	300	
		$ 429,892
Equipment		
School Equipment	47,739	
Office Machines	2,436	
Furniture & Furnishings	8,026	
Motor Vehicles	6,952	
Machinery & Other Equipment	10,538	
		$ 75,691

Major Projects 1/			
Roads & Paving	64,635		
Air/Condition, Food Service	28,919		
Replace Gym floor	1,191		
Telecommunications	18,108		
Special Assessment/Street	1,753		
Accessibility Tunnel	88,992		
Residential Cottage 2/	195,279		
		$ 398,877	
1981-83 Costs			$3,323,551

1/Does not include $869,000 appropriation for the Activities Center which was a part of the Capital Construction fund.
2/Deficiency appropriation for the Middle School Dorm.

SUMMARY OF FUNDING

Carry-Over from 79-81 Biennium		$ 4,266	
General Fund		2,845,225	
Interest & Income		337,800	
Federal Funds			
Elementary & Secondary Ed. Act.	$ 77,099		
National School Lunch Program	6,363		
Library Services & Constr. Act	11,000		
Vocational Education Act	34,461		
Education Consolidation Improv.Act	1,349		
Total Federal Funds		130,272	
Institutional Collections		9,976	
1981-83 Total Revenue			$3,327,539
Cash Balance July 30, 1983			3,988
1981-83 Funding			$3,323,551

RESOURCES AVAILABLE

The Banner is published by the North Dakota School for the Deaf each month of the school year. Copies are furnished to various state departments, agencies, and professionals. Subscriptions are available to others.

The School for the Deaf makes available to parents, professionals, and other interested persons over 11,000 library books of all classifications; 400 professional books dealing with numerous topics concerning deafness; and filmstrips, films, cassettes, and video tapes dealing with various areas of deafness.

By arrangement, a 20-minute slide program and speakers are available for clubs, organizations, and civic groups.

Books and cassettes are available for use in learning the sign language. Staff members are available to teach the sign language course on campus, at the Lake Region Community College, or other centers around the state.

Blind School
Administrators

Left to right:
Arthur Bennett - Director of Education
Charles R. Borchert - Superintendent
Robert A. Syverson - Director of Resident Living
Emolyn Skinner - Director of Administration

STATE OF

SCHOOL FOR THE BLIND

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

North Dakota School for the Blind

BIENNIAL REPORT

1981 - 83

Charles R. Borchert

Superintendent

NORTH DAKOTA
School for the Blind

500 STANFORD ROAD ● GRAND FORKS, NORTH DAKOTA 58201 ● PHONE (701) 781-4144

November 8, 1983

ALTON L. LICK
Director of Institutions

CHARLES R. BORCHERT
Superintendent

EMOLYN S. SKINNER
Director of Administration

ARTHUR BENNETT
Director of Education

ROBERT A. SYVERSON
Program Coordinator

Mr. Alton L. Lick
Director of Institutions
State Capitol Building
Bismarck, ND 58505

Dear Mr. Lick:

The 1981-83 biennium continued to be a very active period of time. The school continued to enroll more children who are considered visually impaired multihandicapped and our enrollment is now mostly multihandicapped/visually impaired children.

This past year completed our 75th year as a school for the blind serving visually impaired school children from North Dakota. During this 75 years, approximately 421 visually impaired youngsters have been served at the North Dakota School for the Blind.

Graduates of the school are now in many walks of life taking their places in society as teachers, computer operators, professors, electronic technicians, business persons and other service providers as contributing members of society.

As we look forward to our 76th year of service, we are proud of what has been accomplished, hopeful that the years ahead hold the promise of greater achievements. We are grateful for the support of the State of North Dakota and the many individuals who believe that visually impaired children, when provided with the proper opportunities and education, can become contributing members of our society.

Respectfully submitted,

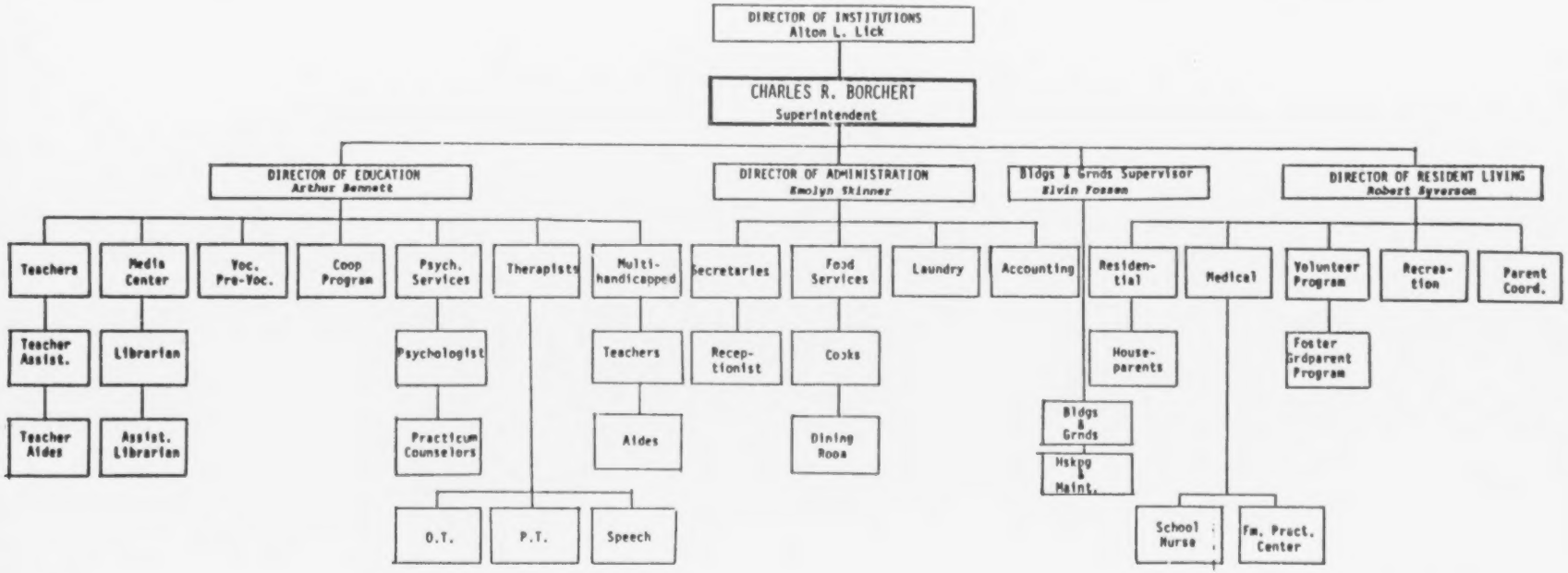
Charles R. Borchert

Charles R. Borchert
Superintendent

CRB:rh

THE NORTH DAKOTA SCHOOL FOR THE BLIND

ORGANIZATION CHART



Oct., 1983

TABLE OF CONTENTS

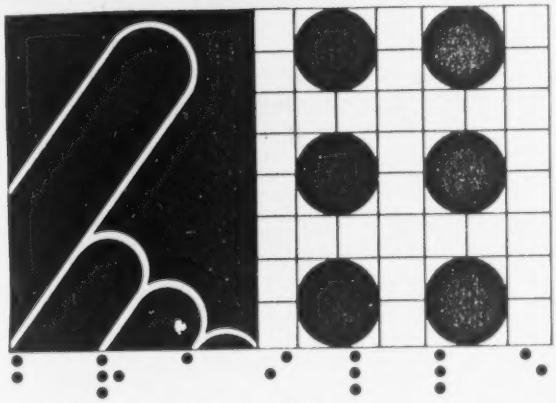
	Page
STATEMENT OF PHILOSOPHY	45
BIENNIAL REPORT	47
CONSTITUTIONAL RESPONSIBILITIES	47
PROGRESS DURING THE 1981 - 83 BIENNIUM	49
PRESCHOOL PROGRAM	49
ELEMENTARY PROGRAM	50
SECONDARY SCHOOL	51
DEAF-BLIND PROGRAM	52
MULTIHANDICAPPED PROGRAM	53
INDEPENDENT LIVING	54
ORIENTATION AND MOBILITY	55
DORMITORY LIVING	56
PREVOCATIONAL PROGRAM	58
CLINICAL SERVICES	59
MAJOR IMPROVEMENTS	61
CONCLUSION	63
EXPENDITURES, July 1, 1981 to June 30, 1983	64

STATEMENT OF PHILOSOPHY

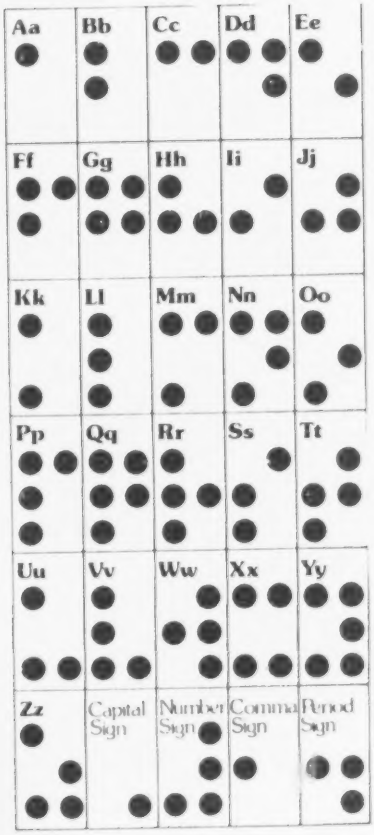
The North Dakota School for the Blind is a residential school for visually impaired and blind youngsters through age 22. Any child whose visual limitation is such that he can benefit from the educational experience at the school may do so at no cost. The school is under the direct supervision of the Director of Institutions and is financed by appropriations from the North Dakota Legislature, as mandated by the Century Code 25-06-04. Tuition, board, room, laundry, ordinary medical care and special education materials, aids and devices are provided without cost to the parents.

The primary purpose of the school is to give the North Dakota blind, partially seeing, and multiply handicapped-visually impaired child the broadest and fullest opportunity for acquiring educational skills and effective means of communication for developing character and personality traits essential for good citizenship. Certified teachers for teaching the visually handicapped children are employed in most all educational areas.

The educational program is based on six areas of training: DAILY LIVING SKILLS - feeding, dressing, grooming, etc.: SOCIAL SKILLS - self-control, courtesy group participation: MOTOR SKILLS - muscle coordination: LANGUAGE SKILLS - auditory, oral, articulation: EDUCATIONAL - elementary, secondary, multiply handicapped, vocational/prevocational, work experience training programs, and INDEPENDENT LIVING SKILLS - home living, orientation and mobility, mechanical skills.



Braille is a code using raised dots which can be read by touch. The braille alphabet is made up of all of the possible combinations of the above six dots. In its simplest form, each combination stands for a single letter of the alphabet. Books and magazines are generally printed in more complex forms which, like shorthand, use symbols for whole words.



CONSTITUTIONAL RESPONSIBILITIES

Chapter 25-06-01

There shall be maintained in Grand Forks, in Grand Forks County, an institution for the education of the blind which shall be known as the North Dakota School for the Blind.

Chapter 25-06-02

The School for the Blind shall receive and educate blind and partially blind children who are residents of this state and who, because of this handicap are not able to receive their education in the public schools of this state.

Chapter 25-06-03

The superintendent of the School for the Blind shall possess such qualifications, educational and otherwise, as in the opinion of the Director of Institutions, will fit him to instruct and minister to the needs of blind persons.

Chapter 25-06-04

Applicants for admission to the School for the Blind must be blind or partially blind and unable to make suitable progress in the public schools of the state. The superintendent, with the approval of the director, may determine the age required for admission. The superintendent shall furnish application blanks upon request, and no such person shall be admitted to the institution until the application giving such information as the director may require has been returned to and approved by the superintendent of the School for the Blind. An applicant admitted to the School for the Blind shall be entitled to transportation as provided by rules and regulations of the Department of Public Instruction. The rules and regulations of the Department of Public Instruction shall have the force and effect of law on other state agencies and public school districts. The school district of which the applicant is a resident shall be reimbursed by the state special education fund for at least eighty percent of the costs incurred by it in providing transportation for the applicant. The reimbursement shall not be for more than six round trips home per year at a rate not to exceed that paid state officials. Each such applicant who is a resident of this state and who, because of his handicap, is unable to receive an education in the public schools, shall be entitled to receive an education in the School for the Blind at the expense of the state.

Chapter 25-06-05

Blind children of suitable age who are not residents of this state shall be entitled to an education in the School for the Blind upon payment in advance of the cost of such education as shall be determined by the Director of Institutions from time to time. Non-resident children, however, shall not be received to the exclusion of children who are residents of this state.

PROGRESS DURING THE 1981 - 83 BIENNIUM

PRESCHOOL PROGRAM

Blindness need not retard the development of a child . . .

But, provision must be made for the blind child to obtain the *type* of education that best meets the child's needs and ability.

The North Dakota School for the Blind preschool program enables blind and multi-impaired three - to - five - year olds to get a "head start" in achieving their fullest potential. The program emphasizes the importance of seeing visually impaired children, first and foremost, as children -- with the same needs all children have for love, acceptance, exploration and a sense of competence.

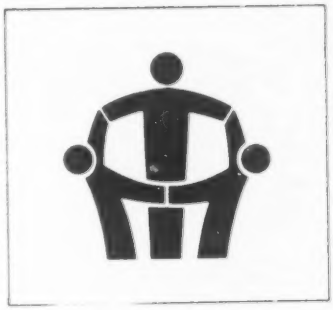
The preschool program, under the direction of Becky Horner and the help of a foster grandmother from the Foster Grandparent Program has enrolled eight students. The class is divided into a morning class and an afternoon class.

The morning class, consisting of all multihandicapped-visually impaired children, also involves the physical and occupational therapists and the speech and language therapist. The afternoon class consists of blind and visually handicapped children who are without other severe handicaps and function on a higher level.

Like all children, visually impaired preschoolers are individuals and, depending upon the amount of remaining sight and the presence of other handicaps, each preschooler learns a little bit differently. Our staff ratio ensures the individual attention that a visually impaired child needs in order to learn and grow.

The most significant benefit of our preschool program experience is that, when the child reaches the age when *formal* schooling has to be considered, the choice of a school, appropriate to the particular child, can be made logically with a knowledge of the child's special needs and abilities.

ELEMENTARY PROGRAM



The primary and elementary programs at North Dakota School for the Blind serves visually handicapped and multi-impaired children between ages six and fifteen. Almost all the students have impairments in addition to their visual problems. Typical of these are hearing loss, orthopedic and/or fine motor coordination difficulties, emotional problems, learning disabilities and communication problems.

Olga Neal and Margaret Close are the teachers in this department. These children, through the Individual Education Plan (I.E.P.) learn all the subject matter of any public school elementary program along with braille, typing, orientation and mobility, daily living skills and using the many electronic communication devices.

In many cases, individual therapy is prescribed and scheduled on a regular basis. The therapies involve speech and language, occupational therapy and physical therapy.

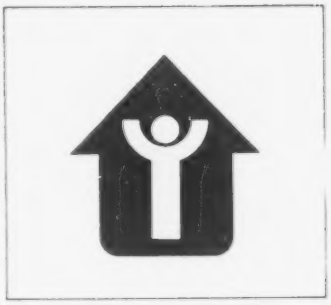
Because of the current causes of blindness and various environmental factors, it is rare that the program finds a student whose visual impairment is the *only* impairment he or she may have. In fact, of the eight students in this program, each student has approximately two-and-one fourth educationally significant additional handicaps.

Our primary department is basically ungraded. The individualized program of instruction helps assure that each child will progress to the maximum of his or her ability. These children are also involved with many other curricular activities, such as music, physical education, computer operations and many extra curricular programs, such as swimming, goal ball and track.

Perhaps one of the biggest advantages of all is that North Dakota School for the Blind teachers are especially prepared to educate children with visual and other special needs.

SECONDARY SCHOOL

The high school students at North Dakota School for the Blind enrolled thirteen visually impaired young adults this past biennium. Most of these students attend morning classes at Grand Forks Central High School and are considered as senior high students. These students complete a 4 - year program leading to a high school diploma. They complete all the required courses in academic subjects, prevocational skill development, and independent living in an on-campus apartment. Orientation and mobility skills are continuous with high school students as they must be oriented to the city bus routes and the various school environments.



Those high school students not in the senior high program are in special programs of ungraded work leading to a "Certificate of Completion" at successful completion of the program. This program includes practical application of basic academic skills such as counting money, simple math and spelling skills, prevocational skills development at a local sheltered workshop, and independent living is strongly emphasized.

Whether the student is in the senior high program or the special program, the focus is on developing the *whole* student which includes cultivating his or her social development to make them more acceptable to our society. The secondary school program makes every attempt to help students be industrious, more self-sufficient, be able to express themselves in an acceptable manner so that they may benefit as much as possible from all their experiences at North Dakota School for the Blind.

DEAF-BLIND PROGRAM

The education and training of a deaf and blind child involves a developmental approach in which there is emphasis upon individualized instruction and a curriculum which is appropriate for the age of the child.

Barbara Delohery and a classroom aide are responsible for six deaf-blind youngsters in the program this past biennium.

This program is concerned with the total social development of our students. In turn, it helps the deaf-blind student to become more active, more independent and more expressive of themselves so that they may profit as much as possible from all the experiences in which they take part.

The educational process begins from the moment they arise in the morning until they are in bed at night. The teaching staff interact with the residential staff to provide an independent living curriculum which might prepare the deaf-blind student to be more independent in an institutional setting, a group home or a community residence. The emphasis on daily living skills in the residential setting and academic training in the classroom are only part of the deaf-blind students' training. The remainder of his training is more vocational oriented.

Deaf-blind students also receive additional support as needed from the speech and language therapist, an occupational therapist and the physical therapy. Deaf-blind students also work regularly with educational specialists in orientation and mobility and physical education in order that their experience at North Dakota School for the Blind be an educational and a habilitation program.

MULTIHANDICAPPED PROGRAM

During the past years we have had one group of students whose needs are most difficult to serve. These are the severely and profoundly handicapped students who also have visual impairments. The program under the guidance of Nancy Kracl and her classroom aide have a designed program to serve severely impaired blind, visually impaired, and multihandicapped students from ten through twenty-two years of age. These are students who have severe cognition, motor, sensory, and/or behavioral training needs.

This program, as is the deaf-blind program, is a 24-hours-a-day, seven days a week program with a highly structured record keeping system kept in order to note any progress that is made. This necessitates teamwork on the part of the entire staff. Opportunity for frequent meetings of staff are provided so that they can interact together to develop the most beneficial and functional program for each individual student.

Many of these students, as with the deaf-blind students, do not go to their respective homes during breaks or holidays but rather receive *respite* care at the Grafton State School.

To provide many of the individualized services to these students other provisions for physical therapy, occupational therapy, speech therapy, and other health services are needed to support the Individual Education Programs of these severely multihandicapped-visually impaired youngsters.

The goal for these youngsters is to someday move on to a less restrictive environment.

INDEPENDENT LIVING SKILLS

The general objectives of this course are to develop the skills necessary in caring for personal needs so that students may lead a richer, fuller, happier, and a more independent life, and that they may perform these skills in the easiest, safest and most efficient manner.

A qualified teacher with a Home Economics major, Randi Feil, is responsible for the program providing skills in personal care, care of clothing, housekeeping, eating skills, cooking skills and personal management skills (signature writing, bank accounts, handling money, etc.)

All students are required to take the course at some time during their junior or senior year. The length of time spent depends on the individual needs of each student.

High school students who meet the eligibility qualifications may be selected to live in the independent living apartment located in the dormitory. This efficiency apartment is completely furnished for comfortable living. Each student selected to live in the apa. ment is given a budget for food and supplies. They are expected to do their own shopping, cooking, cleaning and laundry. The teacher of daily living skills and the houseparents are available for guidance and assistance whenever it is needed, but there is a limited amount of supervision.

ORIENTATION AND MOBILITY

The orientation and mobility training program prepares students to travel safely, independently and with confidence in many different environments. Individualized instruction may be provided to any blind or partially sighted student from first through the 12th grade, depending on individual needs.

Under the direction of our certified Orientation and Mobility instructor, Katie O'Connell, our students are put through a sequential program of supervised experiences. The mobility curriculum prepares students to travel safely and efficiently in familiar or unfamiliar areas, residential neighborhoods, shopping centers and business districts.

During the past year the orientation and mobility staff has concentrated on city bus travel and working with deaf-blind youngsters on mobility skills. More advanced students are learning to use the more sophisticated electronic travel aids, such as the Mowat Sensor and the Sonic Guide.

Individualized instruction prepares students who are leaving the school to be able to conduct the normal personal business of an active citizen, that is, traveling to work, college, business places or social and recreational activities.

Family involvement is encouraged at all stages of instruction. Our orientation and mobility instructor is available for home visits to provide training and assistance to the student and the family in the home environment.

Students who have demonstrated travel competency and responsibility may receive off-campus travel passes.

DORMITORY LIVING

Dorm life at North Dakota School for the Blind provides our students with a great many living experiences. Under the direction and supervision of capable and qualified dorm staff the program operates on the *family* concept. Picture if you can a group of 17 boys and girls living together as a "family". These children have all the problems of any growing adolescent and young adult. The upper floor of the dorm houses most of our academic students on a coed basis. The multihandicapped students are housed on the first floor.

Around the clock supervision is provided in the dorm with a schedule for activities during the out of school hours.

Study hours and tutors are provided. Leisure time is spent watching TV, playing records and tapes, or game activities with the houseparents or the many volunteers that make themselves available from the University of North Dakota campus.

Planned leisure activities include swimming, roller skating, bowling, parties, visits to the shopping centers and visiting friends in the Grand Forks community.

Students are encouraged to go home as often as they can, and every weekend if possible. Although some students never have the opportunity to go home, they go to the Grafton State School for respite care.

The school closes for holidays and vacations six times a year so all students are more or less "forced" to leave at these times.

DORMITORY LIVING continued

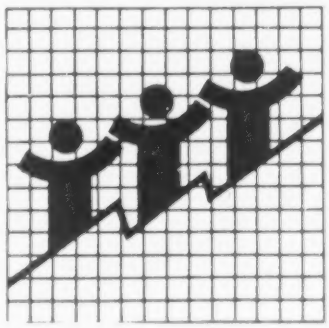
Each student provides his own clothing and other personal needs. Older students do their own laundry in the washer and dryer in the dorm. Laundry for the younger students is sent to the school laundry. Students are allowed to decorate their rooms, bring their own televisions, phonographs, radios, etc.

Teaching of daily living skills is continued by the dorm staff in the dorm setting as well as in the dining room. The students make their own beds, organize their rooms, care for their clothing and possessions, and practice good grooming and eating skills. Student progress in these self-care areas is reported to parents several times throughout the year.

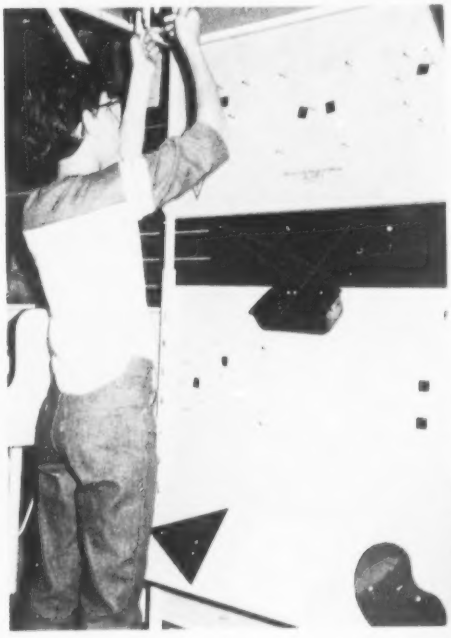
Bedtime snacks in the form of milk and fruit are always available.

PREVOCATION/VOCATIONAL PROGRAM

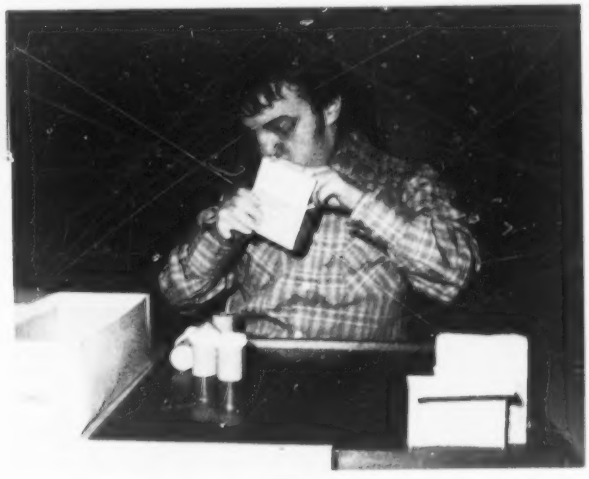
This group of students under the direction of a vocational certified teacher, Diane Mihulka, continues to provide a program designated to prepare vocational oriented students for the world of work.



The program begins with evaluation using the VALPAR equipment. This equipment is also designed to provide skill in hand and arm dexterity as well as finger dexterity and speed in the assembly process. The students enrolled in this program also are assigned to Agassiz Enterprises for definite periods of time to determine their skills in sheltered workshop activites.

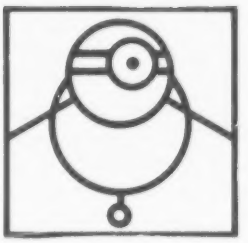


Job interviews, completing work applications and work experience is provided through in-house jobs as well as nearby job opportunities at the University of North Dakota, the public schools, and local motels.



CLINICAL SERVICES

As a school, education is our primary concern; but educational progress can be hindered as a result of medical, social or emotional problems. The North Dakota School for the Blind deals with the total child through an extensive program of support services or related services.



With an emphasis on preventative medicine, a physician from the UND Family Practice program sees our children on a weekly basis. A staff of a registered nurse and 3 practical nurses provide 24-hour nursing and emergency care.

Students receive ophthalmological examinations biennially. Those with chronic eye problems are seen on an on-going basis.

Physical therapy is provided for youngsters with disabilities such as cerebral palsy, brain dysfunctions, movement or posture disorders and general orthopedic concerns. The goal of treatment is to maximize functioning through the use of therapeutic exercise and adaptive equipment.

CLINICAL SERVICES continued

Occupational therapy uses a sensory integrative approach -- a process designed to help a child understand and organize sensory information. Through motor activity, the child learns to balance incoming information and, consequently, learns to move with maximum efficiency.

Audiologists conduct hearing tests on all children annually and a speech clinician is on staff to provide speech therapy as needed.

MAJOR IMPROVEMENTS

During the 1981 - 83 biennium, many improvements were made to the physical plant at North Dakota School for the Blind. The most noticeable improvement was the new garage and storage building. This new addition makes it possible for us to store quantity food products, dry goods and school equipment not in use. It also makes space available to keep all the school vehicles under cover and makes possible the servicing of our own vehicles. The maintenance area is equipped with a portable lift and car wash equipment.

A new chemical monitoring device was installed in the therapeutic swimming pool. This device automatically feeds soda ash and chlorine as needed to keep the pool water consistently pure.

New desks and wall units were installed in the dormitory.

The kitchen in the food service department is now stainless steel throughout with a walk-in freezer unit for frozen foods. New stoves, convection ovens, and dishwashers were also installed to make the kitchen more efficient and sanitary.

Another major improvement was the addition of climate control in the dining room area.

CONCLUSION

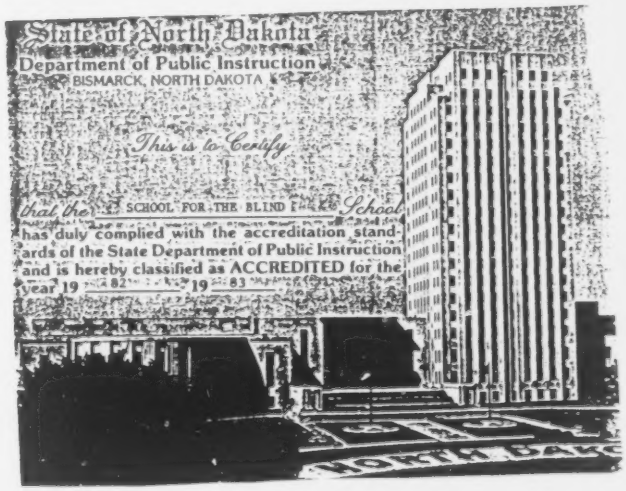
During the past ten years, our enrollment has changed drastically. Accordingly, we have met the need. Many of the "normal" blind children are now being mainstreamed into public schools. However, many blind children continue to need the special programming that can only be provided by a special school. It is for these children that we continue to mold our programs and services. To provide the necessary services, our program must be flexible.

The school's past achievements and present standing reflect the thinking of an administration who anticipates change and plans for the future. We must not only maintain our heritage as a school for the blind, but build on this foundation by looking ahead. Learning from our past, we move forward to provide better programs for the visually impaired school chidlren in North Dakota.

Charles L. Lambert

Superintendent

NORTH CENTRAL ASSOCIATION ACCREDITED


State of North Dakota
Department of Public Instruction
BISMARCK, NORTH DAKOTA
This is to Certify
that the SCHOOL FOR THE BLIND School
has duly complied with the accreditation standards of the State Department of Public Instruction and is hereby classified as ACCREDITED for the year 19 82 19 83

NAC National Accreditation Council

NORTH DAKOTA SCHOOL FOR THE BLIND

Expenditure July 1, 1981 to June 30, 1983

	Expenditures	
Program 400 - Capitol improvements	$249,522.09	
500 - Auxiliary Services	359,259.19	
600 - Administration	285,084.07	
700 - Resident Living	381,129.12	
800 - Education	750,312.61	
Total Expenditures		$2,025,307.08
Salaries and Wages	$1,395,126.11	
		$1,395,126.11
Operating:		
Travel	$ 11,220.91	
Water - Sewage - Garbage	7,234.65	
Natural Gas	3,996.05	
Electricity	9,273.22	
Steam Heat	56,989.16	
Office Equipment Rental	4,590.63	
Postage	3,433.25	
Telephone	7,987.57	
Repair Equipment - Auto	1,790.84	
Repair Equipment - Other	4,164.34	
Service Contract	6,983.00	
Repair Building and Grounds	5,833.31	
Medical	3,470.90	
Audit	2,186.00	
Professional Fees not Classified	64,967.54	
Insurance	3,361.04	
Dues and Membership	1,738.75	
Laundry and Dry Cleaning	268.15	
Extermination Services	555.39	
Other Miscellaneous Fees	11,742.30	
Sub Total		$211,787.00
Data Processing	199.19	
Sub Total		$ 199.19
Supplies and Materials:		
Office Supplies	$ 1,657.06	
Central Supplies	2,337.22	

Printing	$ 1,174.54	
Books	5,515.22	
Periodicals - Subscriptions	1,094.67	
Educational Supplies	16,220.83	
Food Supplies	57,829.70	
Dry Goods	2,941.59	
Medicine and Drugs	1,402.09	
Other Medical Supplies	2,627.37	
Dishes	2,527.21	
Laundry Supplies	1,638.89	
Janitorial Supplies	2,258.35	
Seed, Shrubs, Fertilizer	316.30	
Hardware, Building Supplies	15,709.65	
Equipment Repair Parts	2,994.18	
Supplies not Classified	750.77	
Fuel & Oil - Vehicles	9,003.39	
Sub Total		$ 127,999.03

Equipment:

School Equipment	$ 10,053.39	
Equipment under $100.00	2,932.71	
Office Machines	2,359.78	
Furniture and Furnishings	9,807.68	
Motor Vehicles	12,961.00	
Machinery and Other Equipment	2,559.10	
Sub Total		$ 40,673.66

Capitol Improvements:

Repair Buildings and Grounds	$ 475.37	
Publishing Fee	141.63	
Hardware and Building Supplies	150.39	
Furniture and Furnishings	4,100.95	
Machinery & Other Equipment	3,589.65	
Contractor Payments	241,064.10	
Sub Total		$ 249,522.09
Total Expenditures		$2,025,307.08
Federal Money		$ 59,750.63
Institutional Collections		$ 261,683.08
General Fund		$1,703,873.37

STAFF

NORTH DAKOTA SCHOOL FOR THE BLIND

Administration

Charles R. Borchert	Superintendent
Arthur Bennett	Director of Education
Emelyn Skinner	Business Manager
Robert Syverson	Director of Resident Living

Education Staff

Betty Bender	Media Specialist/Librarian
Margaret Close	Upper Elementary Teacher
Barbara Delohery	Multihandicapped Teacher
Randi Feil	Home Economics-Daily Living Skills Teacher
Rebecca Horner	Pre-school Teacher
Donna Iszler	Music Teacher
Berneice Kirk	English-Social Studies Teacher
Nancy Kracl	Multihandicapped Teacher
Diane Mihulka	Pre-vocational Teacher
Olga Neal	Lower Elementary Teacher
Kathryn O'Connell	Orientation & Mobility Teacher
James Smith	Physical Education Teacher
Janice Sowokinos	Math/Science Teacher
Keith Stenehjem	Industrial Arts Teacher

Support Staff

Mary Boushee	Dining Room
Muriel Benson	Dining Room
Rangina Bina	Laundry
June Corbid	Housekeeping
Doreen Dusterhoft	Cook
Elvin Fossen	Maintenance
Ellsworth Grove	Maintenance
Ruth Holweger	Office Secretary
Vivian Johnson	Cook
Cora Jorde	Housekeeping
Jean Pilon	Teacher Aide
Mary Prigge	Teacher Aide
Anna Robertson	Cook
Julia Wallace	School Nurse

Residence Staff

Teresa Anderson	Houseparent, p.t.
Pamela Armstrong	Houseparent
Kathleen Brockling	Night Attendant, p.t.
Joni Broden	Houseparent, p.t.
Julie Buresh	Houseparent, p.t.
Jayne Cote'	LPN/Houseparent
Barbara Gefroh	LPN/Houseparent, p.t.
Jill Greenwood	Houseparent
Susan Gudvangen	Houseparent
Jane Hummel	Houseparent, p.t.
Vicki Knodel	Night Attendant
Audrey Laakso	Houseparent, p.t.
Maureen Maroney	Houseparent
Carol Merriman	Houseparent
David Morstad	Houseparent, p.t.
Laurie Olmstead	Houseparent, p.t.
Maureen O'Toole	Houseparent
Laurel Pearson	Houseparent, p.t.
Julie Robinson	Houseparent, p.t.
Karen Runge	Houseparent
Lori Sprenger	Houseparent, p.t.
Lisa Stead	Houseparent, p.t.
Brenda Stone	Houseparent, p.t.
Mark Statz	Live-in Houseparent

Foster Grandparents

Carolina Lembke
Madeline Nagle
Elmer Wedwick

Physical Therapy

Lynette Johnson

Occupational Therapy

Jean Hughes

Speech

Donna Quesal

C. O. T. A.

Lynette Tschida

Resource Teacher

Susan Waters — Central High School

STATE OF

STATE INDUSTRIAL SCHOOL

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

North Dakota Industrial School

Route 4 - Mandan, North Dakota 58554
701-663-9523

Allen I. Olson
Governor

Alton L. Lick
Director of Institutions

Walt Odegaard
Superintendent

Jack Johnson
Deputy Superintendent

November 28, 1983

MR. ALTON L. LICK
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Mr. Lick:

I am pleased to submit the North Dakota Industrial School Biennial Report describing staff and student programs and activities for the period of July 1, 1981 to June 30, 1983. As can be noted throughout, there are serious concerns regarding the needs of the Institution in the upcoming years.

However, the assistance of your office and staff, our Governor, the Legislative Assembly, and the commitment by the North Dakota Industrial School staff in a dedicated effort to assist North Dakota youth placed here is deeply appreciated. There is no doubt that all aspects of our programs have been significantly enhanced by interlocking efforts and people making the difference in this Biennium of reintrenchment.

This report has been prepared by the Superintendent and the staff of the North Dakota Industrial School.

Respectfully,

Walter H. Odegaard

WALTER H. ODEGAARD
SUPERINTENDENT

WHO:ca

INDEX
NORTH DAKOTA INDUSTRIAL SCHOOL

NDIS Organizational Chart---------- 69

Constitutional Responsibilities & Function---------- 70

History, Location & Physical Facilities---------- 72

Mission Statement---------- 73

Maintenance and Capital Improvements---------- 74

Resident Care & Treatment Department---------- 75

Social Services---------- 78

Medical, Dental & Resident Living---------- 79

Recreational & Leisure Time Activities---------- 80

Religious Program---------- 81

Aftercare Services---------- 82

Community Relations & Media Communications---------- 83

Education Department---------- 85

Statistics on Students & Commitment Charts---------- 88

Social Information---------- 89

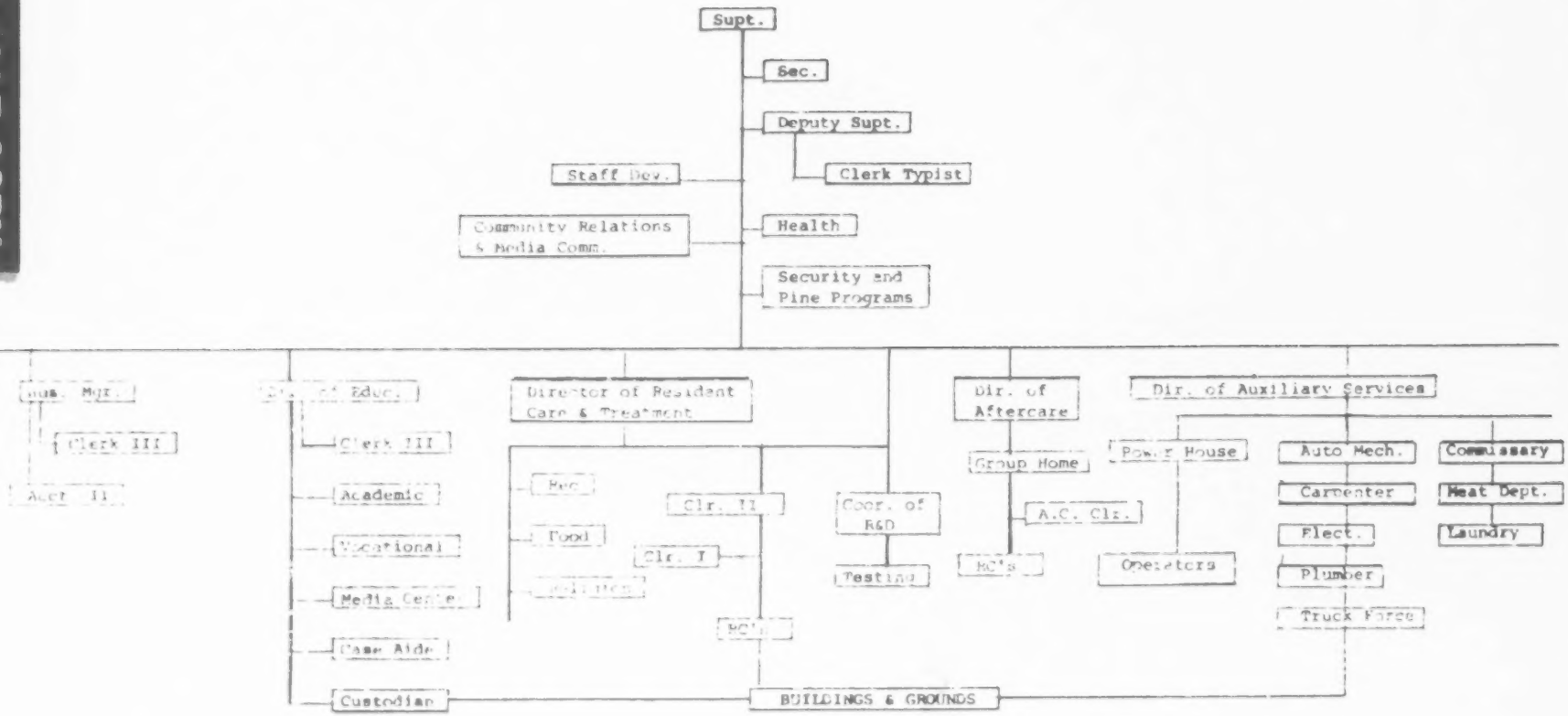
County of Residence for Students---------- 90

NDIS Program Cost Summary ---------- 92

Financial Statement---------- 92

BEST AVAILABLE COPY

NDIS PROGRAM ORGANIZATIONAL CHART



CONSTITUTIONAL RESPONSIBILITIES AND FUNCTION OF THE SCHOOL

Chapter 12-46-01. Industrial School-Location-Purpose-Name

The North Dakota Industrial School shall be located at the city of Mandan in the county of Morton, and shall be the general reform and industrial school of the state for the detention, instruction, and reformation of juveniles of both sexes who are committed to it according to law.

Chapter 12-46-03. Officers of the North Dakota Industrial School

The officers of the North Dakota Industrial School shall be a Superintendent and such teachers and assistants as may be deemed necessary and recommended by the Superintendent and approved by the Director of Institutions.

Chapter 12-46-13. Who may be sent to State Industrial School - Court procedures.

Whenever a person under the age of eighteen years is found guilty in any district court or county court with increased jurisdiction of a crime or public offense, other than murder, the court instead of entering judgment against such person, if in its judgment the accused is a proper subject therefore, may direct an order entered in the minutes of the court that the person be committed to the State Industrial School until the person attains the age of eighteen years. If the person so committed is of the age that he will not have been committed for at least two years before he attains the age of eighteen years, the court may extend the commitment beyond the date he attains the age of eighteen years, but the entire commitment shall not exceed a period of two years.

AFTERCARE PROGRAM FOR INDUSTRIAL SCHOOL

Chapter 12-51-01. Director of Institutions o administer Aftercare program.

The Director of Institutions may provide an aftercare program for persons committed to the State Industrial School and may establish facilities in, and rules and regulations under, which such persons may receive aftercare.

Chapter 12-52-02. Aftercare granted on recommendation of Superintendent.

No aftercare program shall be provided for any person committed to the North Dakota Industrial School or placed under the guardianship, control, and custody of the Superintendent, unless the Superintendent recommends the program to the Director of Institutions, and some suitable person will receive the person to be placed in the aftercare program under conditions approved by the Superintendent. Nothing in this chapter shall

prevent the placing of any person into his own home or into a licensed foster home under any program administered by the Social Service Board of North Dakota.

Chapter 12-52-03. Recommitment to the State Industrial School for violation of aftercare rules.

A person placed in an aftercare program shall be under the guardianship and control of the Director of Institutions, and is subject, at any time until the expiration of the time for which he was committed, to be taken into actual custody and returned to the State Industrial School. The Director of Institutions may enforce the rules and regulations made by him for the administration of aftercare programs and the placement of students in them, and when he is satisfied that a person placed in an aftercare program has violated any of the rules or regulations, he may order that person to be taken into actual custody and returned to the State Industrial School, and to be detained therein until the expiration of the time for which he was committed, or until he is again placed in an aftercare program. The Director shall maintain a record of any such order, and a certified copy of the order may be delivered to any peace officer, or any officer or employee of the State Industrial School, for service and return. It shall be the duty of the officer or employee to receive the order and to apprehend and immediately deliver the person named in the order to the Superintendent of the State Industrial School.

Chapter 12-52-04. Officer's or employee's return on order of recommitment.

The officer or employee executing an order of the Director of Institutions for the apprehension and return of a person to the State Industrial School shall endorse on the order a return of his doings thereunder and deliver the same, together with the person named therein, to the Superintendent of the school. The Superintendent shall give to the officer or employee a certificate acknowledging the receipt of the person, order, and return.

Chapter 12-52-07. Discharge for good conduct.

The Director of Institutions may discharge any student from the State Industrial School at any time upon satisfactory evidence of reformation and as a reward for good conduct and diligence in study. If the student has no parent, guardian, or other person to whom to return, the Director of Institutions shall arrange for and procure some suitable person to receive, employ, and care for the person so discharged, without charge to the state.

NORTH DAKOTA INDUSTRIAL SCHOOL
MANDAN, NORTH DAKOTA

HISTORY & LOCATION

Established as a co-educational institution for adjudicated youth by the act of the Legislature in May, 1902, the North Dakota Industrial School was opened on May 13, 1903.

The North Dakota Industrial School is situated in the beautiful Heart River Valley adjoining the southwest city limits of Mandan, North Dakota. The Industrial School lies in the Missouri River Valley with the Heart River forming a natural eastern boundary. It contains 1,469 state-owned acres of land stretching southwestward three and one-half miles, diversified by low lands, rolling prairies, and streams.

The campus is located on approximately 125 acres of land just west of the Heart River and city of Mandan. The school, looking much like a North Dakota college campus, is divided east and west by a beautifully lined roadway.

PHYSICAL FACILITIES

The North Dakota Industrial School currently has four (4) cottages which house the student residents. Three of the cottages house male students. They are: Hickory, Brown and Pine. One of the cottages, Maple, houses all the female student residents.

Each of the four cottages is staffed by a Cottage Director and a team of Resident Counselors, all of whom provide supervision 24 hours a day, 7 days a week. The Cottage Director is directly responsible for the facility, the staff, the student living activities, and the behavioral management of the students.

On the east side of the campus, three cottages are located. Brown Cottage, which was opened on December 22, 1963, has a capacity of 24 students, and is a treatment cottage. Maple Cottage, housing the female student residents placed at the North Dakota Industrial School has a capacity of 35 students. It was completed in 1952 and student residents in this cottage can either be placed in single or multiple resident rooms.

Maple Cottage is unique in that it features a Receiving and Development Unit, serves as a maximum security unit for females, and is also a treatment cottage for female students.

Pine Cottage was re-opened as a security and treatment cottage in 1983. Old Pine Cottage burned in January of 1981 and this is a completely rebuilt and remodeled cottage, it has a capacity of 14 students.

Hickory Hall is located on the west side of the campus and was completed in 1955. It has a capacity of approximately 25 students. Presently, Hickory Hall serves as the facility for the Receiving and Development Unit for male students, and is also utilized as a treatment cottage.

The Administration and Education Building, completed in 1961, is located on the southeastern side of the campus. This facility contains a modern school with library, music and art, crafts, academic areas, and Industrial Arts. The Vocational Education and Maintenance Building is located on the northern side of the Administration/Education building and houses the Trade School, Carpenter, Auto Mechanics, Motor Mechanics and Plumbing/ Maintenance Shops.

The All-Faiths Chapel, completed in 1964, is located on the west side of the entrance roadway and is used to conduct religious services for all denominations and special religious programs.

The Commissary Building, erected in 1964, includes a meat department which has a walk-in cooler, a regular cooling unit, and a sharp-freeze unit.

Water used for drinking and sanitary purposes is supplied by the City of Mandan. The North Dakota Industrial School wells furnish water needed for irrigation and watering of lawns.

One-half of the campus is contained within the corporate limits of the City of Mandan, and thus, protection is provided by the Mandan City Fire Department and Mandan Police Department. The North Dakota Industrial School is also included within the Mandan Rural Fire Department District.

MISSION STATEMENT

The North Dakota Industrial School's mission is to participate in the overall Director of Institutions mission, calling for the protection of society as well as the treatment and rehabilitation at the juvenile level. This will be accomplished by programming and establishing goals that cause juvenile residents to internalize attitudinal and behavioral changes enabling them to adequately function in a free society to a degree that will precent further involvement with the criminal justice system. Such changes are affected through academic, remedial education, special education as well as outdoor programming and all reality therapy treatment programs dealing with the development of social skills and behavior.

All students are required to deal with their own behavior, past and present, and their own behavioral management. The students are asked to begin developing day-to-day skills which are needed to live effectively once they leave the North Dakota Industrial School.

The North Dakota Industrial School attempts this accomplishment through the use of Reality Therapy. As can be noted in the description of the Counseling Services, the treatment approach is identity-oriented. The ultimate goal of this treatment approach is to lead the individual away from a failure identity by learning to deal with his/her behavior in a more successful manner. In essence, students are asked to identify that which they have been doing poorly, develop a better plan, and carry out their new program with a stronger commitment. Under the auspices of Reality Therapy, excuses are not accepted. Should failure occur, natural consequences, or punishment, will be the result. The success plan can be re-negotiated. Over the past five years the Industrial School has found success with this treatment modality and other state agencies dealing with juveniles have initiated Reality Therapy as their own treatment approach.

NORTH DAKOTA INDUSTRIAL SCHOOL DEPARTMENTS

Besides the Administrative functions and the clerical and Business Manager areas, the North Dakota Industrial School has four major departments. They are: Maintenance and Capital Improvements (Auxiliary Services), Resident Care and Treatment, Education and Aftercare.

A description of these services follows:

MAINTENANCE AND CAPITAL IMPROVEMENTS

The Maintenance Department at the North Dakota Industrial School is under the direction of Mr. Henry Eckroth, Director of Auxiliary Services. The primary purposes of this department are: Maintain a satisfactory appearance of all buildings and grounds, provide maintenance on institutional vehicles and equipment, and provide repair and maintenance services to all cottages and buildings, which includes the areas of plumbing, carpentry, electrical, heating and other general maintenance activities.

The department consists of 13 positions. They are: One plumber, one carpenter, one electrician, one power-plant supervisor, two power-plant operators, one laundry supervisor, one custodian, and one maintenance worker II. The department also includes the Food Service area with four (4) staff members.

Programs and activities conducted during the Biennium included: Improvement and enhancement of the campus outdoor lighting system (security).

A major smoke alarm system in all residential cottages tied in with the electrical system, extensive repair and shingling of the All-Faiths Chapel roof, installation of exhaust fans in all residential cottages, extensive remodeling of Hickory Cottage kitchenette.

Painting of classrooms in the school and extensive painting and repair work in the residential cottages and a large area of blacktop on the existing roadway system on the campus plus the area around the Power House to enable large coal trucks to dump coal for the coal gasifier.

Future Directions

Maintenance and Capital Improvements suggested for the North Dakota Industrial School for the future would include a new kitchen and dining facility, and a new residential cottage. Functions deleted during the Biennium included the demise of the Youth Employment Training Program, a Federally funded program for fifteen (15) residents hired at a minimum wage to complete projects on campus. Funding was terminated on September 30, 1983. Concern is also expressed regarding the number of personnel needed to man and maintain the new coal gasification heating system at the Power House. It is noted that, with the advent of the use of coal to heat the institution, at least one more staff member is mandatory to physically provide the necessary manpower.

RESIDENT CARE & TREATMENT DEPARTMENT

The North Dakota Industrial School Resident Care & Treatment Department, under the direction of Mr. Conrad A. Dvorak, consists of the following areas: Counseling; Clinical and Educational Testing; Social Services; Medical and Dental Services; Resident Living; Recreational and Leisure Time Activities; and the Religious Program. A full-time professional staff of four (4) Counselors and four (4) Cottage serve the various treatment needs of the residents.

The major goals of the Resident Care & Treatment Department include:

1. Provide a diagnostic assessment of each student through a comprehensive clinical, educational and vocational testing program;
2. Provide individual as well as group counseling to students;
3. Design and coordinate treatment plans for each student;
4. Provide psychological-psychiatric services;

5. Facilitate the Receiving and Development units for both male and female students;
6. Provide the necessary programming services that will best benefit students during their placement at the North Dakota Industrial School;
7. Keep records and monitor the progress of each student;
8. Develop and coordinate plans regarding the release of each student;
9. Provide consultation and training for all staff at the North Dakota Industrial School.

Counseling

The source of a student's conflict with the legal authorities may be related to many different reasons, i.e., age, sex, class, culture, personality, family or simply to their relationship with authority. An individual case may be explained by one of several theories found is psychology, sociology, education and/or other disciplines.

When every student arrives at the Industrial School, he/she is extensively evaluated in the respective Receiving and Development Unit, either male or female. Following an intensive evaluation period of 3-4 weeks, the Superintendent and staff of the North Dakota Industrial School provide a recommendation for treatment to the sending community officials. Either it is recommended the student stay at the Industrial School for treatment, or other alternatives like returning to the community are suggested. The evaluation effort is coordinated by Mr. Buck Nelson, Receiving and Development Coordinator, and includes a physical, emotional, behavioral, and educational assessment of the student's needs.

The basic treatment modality practiced at the North Dakota Industrial School is responsibility for self and is identity-oriented. The crux of this program is a series of principles applicable to individuals with behavior and/or emotional problems. With the implementation of this program a student is helped to gain a successful identity for him/her self. The focus remains in the present and on "what you have been doing". The student is provided direction in perceiving oneself accurately, to face reality, and to fulfill one's needs in a productive and responsible manner. As a part of the treatment/rehabilitation program each student is assigned in a cottage to a primary counselor, to group therapy and to a special treatment team consisting of counsleing, cottage, and academic staff. The entire process is coordinated through the NDIS staff to provide the student with a reality and identity-oriented treatment plan.

Accomplishments

During the 1981-83 Biennium the Department of Resident Care and Treatment expended the work program through a cooperative effort with Roughrider Industries. This allowed for more comprehensive work and training experiences as well as opportunities for increasing the earnings of the students. This program utilized both on-grounds work projects as well as community based projects. Community cased work experience projects were done in conjunction with the North Dakota Parks and Recreation Department, Burleigh County, Clark Equipment Company, the City of Bismarck, Morton County, and the North Dakota Highway Department.

During the Biennium, improvements were also made in the Drug and Alcohol Awareness Program through the cooperation of the South Central Human Service Center which provided an addiction counselor on a weekly basis. This program was improved to offer a basic course to all students at the North Dakota Industrial School as well as an advanced course for those students with more advanced addiction problems. In conjunction with the Drug and Alcohol Awareness Program, the North Dakota Industrial School began its own chapter of Alcoholics Anonymous.

With the opening of Pine Cottage as a treatment and security unit, an advanced system of due-process was started. This system insures that each student placed in detention is handled according to the American Correction Association Standards and Guidelines. This process insures that the student is notified specifically of any rule violations, informed of his/her rights, he is assured a hearing and is informed of the appeal process.

A new program that was undertaken in this Biennium was the North Dakota Roughrider Challenge Program. This program utilizes the outdoors to provide students with experiential education, activities in an attempt to improve their self-concept. These experiences are called Treks and include backpacking and canoeing. Prior to leaving the North Dakota Industrial School, the student is instructed in safety, camping, equipment use, team work and a variety of other subjects related to the type of Trek they will be taking. At this point the Roughrider Challenge Program is not fully developed or refined, but shows great promise in assisting the students in their preparation for successful transition back into the community.

Clinical and Educational Testing Program

The NDIS Clinical and Educational Testing Program provides a comprehensive clinical, educational and vocational testing program to assist in ascertaining various clinical, educational, or vocational needs of the students.

The instruments in the Clinical and Educational program are:

Personality

1. Tennessee Self-Concept
2. Psychological Screening Inventory
3. Slossen Intelligence Test

Educational

1. Wide-Range Achievement Test
2. California Achievement Test
3. Peabody Picture Vocabulary Test

Vocational

1. General Aptitude Test Battery
2. Woodcock Johnson Mastery of Skills Test
3. Students Interest Inventory

In the school setting, students are tested upon entrance to and exit from the Institution. Other testing occurs as needed in the diagnostic work of evaluating individual educational and emotional/behavioral needs.

SOCIAL SERVICES:

Assisting in the NDIS treatment programs are many agencies and consultants. Included are the Division of Vocational Rehabilitation, North Dakota Employment Service, private human service agencies, County Social Service Boards and Area Human Service Centers. Psychological/psychiatric services are provided to the North Dakota Industrial School staff on a contract basis with local community resources. Thus, the treatment staff of the North Dakota Industrial School are afforded the professional services of a Clinical Psychologist in testing young people to determine the degree of possible psychological/emotional problems.

Finally, the Resident Care & Treatment Department objectives include: Promoting an environment which will assist in developing better self-concepts for young people; serving as a resource consultant to communities in the field of delinquency understanding; developing and researching the field of juvenile delinquency to increase the knowledge of treatment methodology; and seeking the appropriate community resources to provide structure, control, guidance and direction to the student residents at NDIS. The Resident Care & Treatment Director and staff are also responsible tor providing in-service training to NDIS staff on a timely basis.

MEDICAL AND DENTAL SERVICES

The Medical and Dental department consists of two examination offices and one dental unit. Drs. Driscoll and R. Tello are in charge of this medical program and visit the institution on a regularly scheduled (weekly) basis. Every student placed at the institution receives a thorough physical and dental examination, usually within the first week of their stay at the school. Thus, any physical weaknesses or diseases are determined very early in the student's placement. When hospitalization is required, the facilities of the Mandan and Bismarck hospitals are utilized.

Dr. C. F. Wirtz and R. C. Riedinger give regular attention to the dental needs of the students. Mrs. Doris Beneke, school nurse, is available on a 24 hour-a-day basis. She assists the medical staff on their visits and handles all matters regarding medical attention for the student residents.

In addition, we provide CPR training and Re-certification of staff and students. We have on-going lectures and films on subjects such as Hygiene, Basic First Aid, Water Safety, Sports Injuries, and Sex Education which includes venereal disease, teenage pregnancy and contraceptives. We provide in-depth information regarding the Hazards of Smoking and joined the American Cancer Society in the Great American Smoke-Out Campaign. Outside sources for lectures include local physicians, staff from Heartview, staff from Bismarck Hospital Wellness Center, and films, puzzles, posters and literature from the American Lung Association, the American Cancer Soceity and the State Health Department.

RESIDENT LIVING

The goals of the Resident Living program are to provide and maintain maximum health, welfare, and safety standards for all residents, as well as prepare residents for a successful return to community living. A major objective includes maximizing benefits to all residents in the Resident Living program with quality, security and supervision by staff.

Student residents are assisted in the development of positive staff-student communications through involvement with Resident Living programs and staff, and the development of trust and self-responsibility. Students are required to learn and follow all cottage policies and rules with emphasis on the recognition and respect of other residents, their property, staff of the institution and, finally, institutional property.

Successful daily living for student residents at the Industrial School can only occur as a result of a thorough orientation and understanding of all campus regulations as reflected in a campus handbook. These regulations are augmented by meetings with cottage staff and Cottage Directors. Residents are required to know the rules and policies and their personal progress is assessed at weekly staff and student cottage meetings. Cottage staff are constantly asked to continue positive reinforcements

as a mode of motivation for the student to successfully complete his/her treatment program. Reprimand is also important, with two very necessary elements: Sincerity and consistency.

Accomplishments

Achievements for the Resident Living Area during the 1981-83 Biennium include the opening of Pine Cottage as a Treatment and Security Unit. Devine Cottage was closed for students in July of 1982 and a portion of it is in the process of being renovated for temporary housing in times of peak population. Pine Cottage, which was designed as a Security Unit, was opened in July of 1982 as both a treatment and security unit. The capacity of Pine Cottage was expanded by using Dakota Hall to house the higher functioning students. A new level system was implemented for the treatment students as well as procedures to insure due process for students in the security program.

Hickory Cottage, which serves as the Receiving and Development unit was re-arranged and their kitchen and dining area remodeled to better provide for the needs of its students.

RECREATIONAL AND LEISURE TIME ACTIVITIES

The gymnasium, located on the west side of the campus, is used for all the indoor recreational activities and physical education classes. The gymnasium has a regulation basketball court with a gym floor newly installed in 1975. The gymnasium is well-equipped and is used extensively all-year-round.

The newest, and most popular addition to the gymnasium is the George Heidt Memorial Swimming Pool, which was completed in the spring of 1975. The swimming pool enables each student to participate in a swimming class conducted by a staff member with appropriate credentials. The pool is also used for physical education, recreational, and training activities.

The recreational department is divided into several categories. They are: Physical Education classes, lifetime sports, intramurals, social recreation, and leisure time activities.

Physical Education - Regular physical education classes have been added to the school system. Classes are kept to a size of 10-12 students to allow for more individual instruction. These classes teach the basic fundamentals of individual sports activities such as badminton, wrestling, gymnastics, trampoline, weightlifting, etc. Because of the size of the class, it is much easier to work on the strengths and weaknesses of each individual.

Lifetime Sports - Lifetime sports could be considered the most important type of recreational activity carried out at the Industrial School. All students are allowed to participate in an activity which could benefit them for the remainder of their lives. Most lifetime sports are done on a seasonal basis in our geographic area because of sudden changes in climate. Summer sports include: Tennis, golf and boys/girls softball. Students are involved in winter sports, such as: Cross country skiing, skating, sledding and bowling. The lifetime sports conducted year round at the Industrial School involve weightlifting, swimming, camping, jogging, and archery.

Intramural Sports - Intramurals are in progress at all times of the year on the campus. Both male and female students learn to participate as a team on a competitive basis regardless of whether the sport may be co-educational or not. Leadership qualities in our students are also evidenced and encouraged. Intramural sports include: Volleyball, kickball, flag-football, wrestling, basketball, softball, soccer, badminton and hockey.

Social Recreation - Each week the students can be involved in a co-educational activity wherein male and female students gather to socialize and participate in various activities. Social activities consist of taking students to movies in Bismarck, going to basketball and football games, rodeos, demolition derbies, dances with live entertainment, wrestling matches, off-campus rollerskating, and other activities which are planned by staff and students.

Lake Tschida Program - Each of the cottages has the opportunity to earn the privilege to spend at least one week at Lake Tschida during the summer. This is a relaxed period of time for students, which gives them a chance to develop some skills in cooking, swimming, canoeing, fishing, water safety, and general outdoor living.

With the changes that have been made in the Resident Living area, it is expected there will be an on-going attempt to increase the utilization of this recreational program. It is anticipated that this program will be expanded so students may experience more outdoor activities, even during the winter season.

RELIGIOUS PROGRAM

Religious services are offered on Friday evening, Saturday afternoon and Sunday morning. On Friday there is an Episcopalian service and on Saturday there is a Catholic mass. The Heart River Lutheran Outreach Parish provides a service, bible school, and music instruction on Sunday mornings. In addition to services, a Chaplain's interview is conducted with each new student and becomes a part of the Receiving and Development report. Home pastors are also encouraged to visit their students so that a continued relationship in church in the home community can be assured.

NEEDS AND FUTURE DIRECTION FOR THE DEPARTMENT OF RESIDENT CARE AND TREATMENT

In the area of Resident Care & Treatment it is providing adequate and quality living quarters for students at the Industrial School. Because our responsibility to the students of North Dakota is on a 24-hour, 7 day a week basis, and our population changes, it is important to provide resident housing that is flexible enough to expand and contract so that staff can be utilized with the most efficiency possible. Our number one need is therefore, a modern expandable resident living unit. Another area that needs to be pursued is the establishment of a more comprehensive family therapy program. Services to families have only been minimal in many cases, and is very critical to the students adjustment and success in the home community.

A need that is more and more evident is for short-term programming. This program would offer the courts the option of using the Industrial School for those youth who need a short term consequence for non-serious violations. At the present time, their option is only to send a student to the Industrial School for a 60 day evaluation.

AFTERCARE SERVICES

The Director of Aftercare at the North Dakota Industrial School also servicesas one of the six staff members who function as an Area Director, assisting the Superintendent in the administration of the Industrial School. Mr. Boyer is primarily responsible for the statewide aftercare program with primary duties of establishing, administrating, and supervising the institutional Aftercare program in the release process for all Industrial School Student Residents.

The Director of Aftercare interviews each students prior to placement and assists in evaluating the placement thereby coordinating with the home community probation or social service worker. The position is required to supervise, monitor, and evaluate all student placements while they remain on commitment to the Director of Institutions, as described in the NDCC CHAPTER 12-52-01, 02, and 07.

The department develops placement regulations for students when needed, and requests monthly evaluations from the sending community aftercare worker. While monitoring these evaluations, the Director of Aftercare works closely with the community people and authorizes changes in placement regulations, recommends referral to other agencies, and recommends the rescinding of placement orders to the Superintendent whenever it appears appropriate the student should be returned to the institution. Close communication with a network of statewide agencies including: Juvenile Courts, State Youth Authority, Mental Health Centers, Public Schools, Job Services, etc., enhances maximum benefits for all NDIS students.

The Industrial School developed a returnee program in August of 1982. Mr. Boyer directs this program. The primary responsibilities include interviewin each returning student, collecting pertinent information for our internal use and distribution.

The program provides for monitoring, counseling and intensive relating session so that these students can most effectively adjust and benefit from our programs.

COMMUNITY RELATIONS & MEDIA COMMUNICATIONS

One of the goals for the last Biennium was to increase the awareness of the role of the North Dakota Industrial School. This was accomplished through tours, film presentations and meetings with the following individuals and groups.

United Tribes
Homemakers Groups from Jamestown, ND
Modern Homemakers from Berthold, ND
Law Enforcement Council
Social Service Executive Directors Tour - 30-40 people
Homemakers from Bismarck
Williams County Foster Parents
North Dakota Junior Stockmen's Association
Casey Foundation
Democratic Tour
Dawson County Community College- Glendive, Montana
Republican Legislative Tour
Criminal Justice Association
Lowell Jensen - 20 people
Bismarck Early Childhood Development Staff
Tour from Wing School
Lake Region College - Devils Lake, ND
Western State Conference of Juvenile Agencies
Community Volunteer Services from Dickinson, ND
Morton County Social Services
Board of Vocational Education
Personnel from North Dakota State University
Governor Olson
Home on the Range for Boys - Sentinel Butte, ND
Morton County Coop
Foster Care people
North Dakota Vocational Education personnel
Jamestown - State Hospital personnel
CEA Conference personnel
North Dakota Association of County Social Service Directors
Juvenile Court Administrators
District Judges
Mrs. Evan Lipps and her group of homemakers
Mrs. Olson and her group of homemakers

The above are just a few of the groups which toured, there were many more from various State agencies and schools and homemaker clubs.

IN-SERVICE TRAINING PROVIDED FOR NDIS STAFF

The following were the various training sessions which were held for the employees of the North Dakota Industrial School.

HEALTH CARE TRAINING

5 hours - CPR
1½ hours - Athletic Injuries
1½ hours - Female Problems
7 hours - Back Injuries

ACADEMIC TRAINING

10 hours - Learning Disabilities
2½ hours - In-Service Training
25 hours - Educational/Vocational
17 hours - CEA Conference
30 hours - Exceptional Children
2½ hours - Home School Discipline Motivation
8 hours - North Central Home Economics Convention
8 hours - "Pants that Fit" - Home Economics
6½ hours - Dobson Series

CLINICAL TRAINING

5 hours - Drug and Alcohol (Heartview)
8 hours - Drug and Alcohol
28 hours - Al A Non
8 hours - Drug and Alcohol
17 hours - Sexual Abuse
12 hours - Reality Therapy Training
40 hours - Reality Therapy (Olson to California)
18 hours - Child and Sexual Abuse
14 hours - Reality Therapy
17 hours - Alcohol Workshop
21 hours - Dynamics of Addiction
6 hours - "Tell it like it is" Alcohol

MAINTENANCE TRAINING

8 hours - Engineer Workshop
6 hours - Electricians Workshop
6 hours - Hospital Engineers Workshop
10 hours - Electrical Conference
6 hours - Engineers Workshop
8 hours - Engineers Conference

MANAGEMENT TRAINING

2 hours - Juvenile Justice
16 hours - Western States Conference
8 hours - Coordinators & Volunteers Services
40 hours - The Role of Supervisor and Managing Human Resources

OFFICE MANAGEMENT

12 hours - Micro Computer Application

EDUCATION DEPARTMENT

The educational system is under the direction and administered by Frederick R. Kitko, the Director of Education.

The administrator of the educational area is credentialed by the North Dakota Department of Public Instruction to ensure state accreditation for administrating a Junior-Senior high school academic program at the North Dakota Industrial School's Marmot High School. The Director of Education has also the responsibility of administrating the vocational education program at the Industrial School. The State Board for Vocational Education and the Department of Public Instruction accredit our vocational program.

Additionally, the Director of Education provides leadership for curriculum development and program implementation; assures compliance with federally funded programs by monitoring and providing technical assistance; and provides guidance services with other staff for students in academic and vocational education planning.

The Director of Education has a secretary who is responsible for all secretarial and clerical duties; prepares all transcript procedures; transcribes all schedule changes; types the completion of reports required by the Department of Public Instruction, State Board for Vocational Education, Chapter 1, and grant funding.

MEDIA CENTER

The Instructional Media Center has two major functions: 1. It provides alternative approaches to learning in the GED (General Equivalency Diploma) program in the Center, and, 2. It provides an instructional center which coordinates all media and audio-visual material and equipment for the institution.

Within the Media Center, a positive atmosphere is fostered for the student in finding sources of information to encourage student reading for leisure time.

The materials in the Center are organized for easy accessibility and are used by both students and faculty. Accurate inventories of equipment are maintained which has been purchased by both state and federal monies.

ACADEMIC EDUCATION

Under the Director of Education, the faculty consist of 13 fully qualified and certified teachers holding appropriate degrees. Other school staff include a human services aide for testing, one custodian, and one school secretary, previously mentioned.

Individualized instruction is utilized in all classrooms and instruction is done on a one-to-one basis. The educational system is an open exit open entry non-graded system with grade levels ranging from grade 7 through grade 12. The grading system is a "P" or "S" for satisfactory work. Unsatisfactory work is done again until it meets with course standards. Student design-

ments evolve from each course outline or continuum. Steps on the continuum are modules of work to be completed. The completion of the prescribed or pre-determined number of modules call "Edpacs" earns a student a certain amount of high school credit.

Educational services at the North Dakota Industrial School are described in terms of five major program areas. They are: 1) Basic Skills, 2) Academic credit courses, 3) Vocational Education, 4) General Equivalency Diploma Program (GED), and 5) Testing Program.

The goal of the basic skills program is to have every student achieve up to their grade level in the basic skills of reading, mathematics and grammar. The basis for measurement in these areas is the California Achievement Test.

The goals of the academic credit courses are to allow students to continue their regular high school course work and/or make up course work they may need for high school graduation. These include required courses as well as elective courses. Marmot High School is accredited by the Department of Public Instruction.

The goal of the vocational program is to assist students in acquiring entry level job skills as well as earn high school credits. The programs approved by the State Board for Vocational Education are: Building trades, office education, agricultural motor mechanics, welding and home economics, which also include day care, Food Service, and meat cutting. All students over the age of 16 participate in some type of vocational training. Students under the age of 16 participate in an exploratory vocational program.

The goal of the General Educational Development Program (GED) is to provide our students over the age of 17, who will not have time to finish high school through credits, with an alternative means of earning a high school diploma. After completing the preparatory program, students complete the GED examination at the Bismarck Junior College testing center.

The educational testing at Marmot High School provides a fairly comprehensive program. It assists the teachers in ascertaining various educational and vocational needs of our students. The tests used are: The California Achievement Test; The Peabody Individual Achievement Test; the Wide Range Achievement Test; The Peabody Picture Vocabulary Test; the Woodcock Johnson Mastery of Skills Test; and the General Aptitude Test Battery. Students are tested upon entrance to and exit from the institution.

VOCATIONAL EDUCATION

The Vocational Education program has been housed during this Biennium in the new vocational building addition. Three vocational areas are there. They are the Building Trades shop, the Welding shop, and the Agricultural Motor Mechanics shop. Also within the confines of this building is an area for the campus plumber and an area to service campus motor vehicles.

The benefits of this new addition are many. They are: A larger production area for more student work stations; a more healthful teaching environment - better light, heat and ventilation; improved intercom and telephone communication for improved security; visability of vocational areas for the students.

FUTURE DIRECTIONS

Over half of our student population participate in remedial programs. We have initiated a plan to include special education in the future. This will improve the learning and achievement levels for this student population. In addition, special services may be available for these students.

A more work oriented, hands on experience is being developed through the State Board for Vocational Education, Rough Rider Industries of the State Penitentiary and the Industrial School to obtain live work projects to supplement our regular vocational education program.

Competency Based Vocational Education is also being introduced and planning for it has gone into effect. Three of our five vocational areas have entered the competency based program. We plan to include the other two - Home Economics and Business Education.

Computer education is just beginning in our Business Education with the purchase of a small computer. A full program or course offering will be developed in the new Biennium.

There are also plans to include Career Education into our educational program. This will hopefully be introduced in the new Biennium.

Federal funding in our Chapter I program is continually being reduced. This affects teaching staff and the ability to provide needed services for students. There are plans to shift positions and reclassify positions to the education department to prevent a loss of services and to meet federal mandates, especially in the area of special education.

ACCOMPLISHMENTS

During the Biennium, thirteen students received the Marmot High School diploma. This is a gain over the previous Biennium of 18%. Sixty seven students successfully completed the GED. This is a gain of 56%. Ninety four students completed their vocational programs and were awarded certificates of completion. This is a gain of 27%.

Marmot High School continually strives to maintain its accredited status, by working with the Department of Public Instruction and the State Board for Vocational Education.

The staff and the administration look forward to the next Biennium with optimism, whereby the seeds for growth and improvement have been planted these past two years.

STATISTICS ON STUDENTS AND COMMITMENT CHARTS

	BOYS	GIRLS	TOTAL
On School Census June 30, 1981 ---	92	34	126
Entered July 1, 1981-June 30,1983			
New Students Committed	224	74	298
Returnees	90	38	128
Returned for Violation of Placement ---------- 41			
Recommitted-------- --- 87			
Discharged June 30,1981 - July 1,1983	230	94	324
On School Census June 30, 1983	114	37	151
Total Runaways During Period	22	7	29
From Group Home 0			
From Vacation 11			
From Institution 18			
From Other Institution 0			
Students Returned from Runaways	21	8	29
Still at Large	0	0	0
Students Placed on Trial Placement	104	24	128

SOCIAL INFORMATION - RACE

	BOYS	GIRLS	TOTAL
Caucasian	198	59	257
Native American	55	24	79
Hispanic	1	1	2
Black	0	0	0
TOTAL	254	84	338

AGE AT TIME OF COMMITMENT

AGE	BOYS	GIRLS	TOTAL
12	1	0	1
13	1	2	3
14	18	10	28
15	64	32	96
16	80	25	105
17	87	15	102
18	3	0	3
TOTAL	254	84	338

COMMITTING AGENCY

	BOYS	GIRLS	TOTAL
Bureau of Indian Affairs	13	16	29
State Youth Authority	71	34	105
Juvenile Court	161	34	195
Federal Court	9	0	9
TOTAL	254	84	338

COUNTY OF STUDENT RESIDENCE

	BOYS	GIRLS	TOTAL
Adams	0	1	1
Barnes	10	2	12
Benson	2	7	9
Billings	0	1	1
Bottineau	1	0	1
Bowman	0	0	0
Burleigh	27	5	32
Cass	35	10	45
Cavalier	3	0	3
Dickey	1	0	1
Eddy	0	0	0
Foster	0	0	0
Grand Forks	28	7	35
Griggs	0	0	0
Logan	0	0	0
McLean	2	0	2
McKenzie	4	5	9
Mercer	2	2	4
Mountrail	1	0	1
McHenry	0	0	0
McIntosh	0	0	0
Morton	12	2	14
Pembina	4	0	4
Pierce	0	2	2
Ramsey	6	2	8
Ransom	3	0	3
Richland	6	2	8
Rolette	9	3	12
Sargent	0	0	0
Sheridan	2	0	2
Sioux	8	5	13
Stark	9	3	12
Stutsman	11	4	15
Towner	0	0	0
Traill	8	2	10
Walsh	7	1	8
Ward	21	6	27
Wells	2	2	4
Williams	30	10	40
TOTAL	254	84	338

JUVENILE COURT COMMITMENTS/SYA PLACEMENTS

OFFENSE	BOYS	GIRLS	TOTAL
Delinquent Offender	208	24	232
Status Juvenile Offender	46	60	106
TOTAL	254	84	338

PREVIOUS INSTITUTIONALIZATION

	BOYS	GIRLS	TOTAL
Eckert Youth Home	0	0	0
Wyoming Industrial Institution	0	0	0
Home on the Range	15	0	15
Williston Group Home	0	0	0
Dakota Boys Ranch	10	0	10
Jamestown Hospital	25	10	35
Villa Nazareth	0	1	1
Standing Rock Youth Ranch	7	4	11
St. Joseph's	0	0	0
Charles Hall Group Home	3	0	3
Good Bird Home	1	1	2
	61	16	77

NORTH DAKOTA INDUSTRIAL SCHOOL PROGRAMS

COST SUMMARY
1981 - 1983

400 PROJECTS			
Land-Structure- Maj. Improvements	162,509.32	162,509.32	3.9%
500 AUXILIARY SERVICES			
Salaries and Wages	533,060.06		
Fees and Services	16,697.42		
Supplies & Materials	270,248.65		
Equipment	10,203.36	830,209.49	19.8%
600 ADMINISTRATION			
Salaries and Wages	368,433.68		
Fees and Services	310,837.85		
Supplies and Materials	56,130.53		
Data Processing	189.84		
Equipment	8,070.73	743,662.63	17.7%
700 STUDENT LIVING			
Salaries and Wages	1,128,169.55		
Fees and Services	27,586.41		
Supplies and Materials	44,037.99		
Equipment	30,238.80	1,230,032.75	29.3%
800 EDUCATION			
Salaries and Wages	705,689.81		
Fees and Services	16,856.86		
Supplies and Materials	38,042.50		
Equipment	18,484.97	779,074.14	18.6%
900 CLINICAL			
Salaries and Wages	391,077.01		
Fees and Services	49,434.96		
Supplies and Materials	7,663.14		
Equipment	-0-	448,175.11	10.7%
TOTAL EXPENDITURES		4,193.663.44	100.0%

The above summary is a distribution of expenditures by program for the 1981-1983 Biennium. Included within the Programs are Cost Centers which comprise the overall totals as follows on the following page:

400 PROJECTS

4100 Major Improvements		162,509.32	100.0
	TOTAL	162,509.32	100.0

500 AXUILIARY SERVICES

5200 Maintenance		439,130.55	53%
5300 Food Services		361,105.09	43%
5400 Laundry		29,973.85	4%
	TOTAL	830,209.49	100%

600 ADMINISTRATION

6100 Supt. & Asst. Supt.		148,354.24	20%
6200 Business Administration		267,981.19	36%
6500 Workmen Comp., Utilities & Insurance		327,327.20	44%
	TOTAL	743,662.63	100%

700 STUDENT LIVING

7100 Student Residencies		1,119,177.52	91%
7200 Student Care		23,102.22	2%
7400 Mandan Group Home		87,753.01	7%
	TOTAL	1,230,032.75	100%

800 EDUCATION

8100 Director of Education		92,461.38	12%
8200 Media Center		55,867.75	7%
8300 Physical Ed & Rec.		49,888.34	6%
8400 Academic Education		324,751.71	42%
8500 Vocational Education		256,104.96	33%
	TOTAL	779,074.14	100%

900 CLINICAL

9100 Counseling		345,950.32	77%
9200 Health Services		80,965.70	18%
9300 Religion		5,596.60	1%
9400 Aftercare		15,662.49	4%
	TOTAL	448,175.11	100%

TOTAL EXPENDITURES	4,193,663.44	100%

FINANCIAL STATEMENT - JULY 1, 1981 to JUNE 30,1983

Statement showing balances in funds July 1, 1981, appropriations available July 1, 1981 collections for the biennium ending June 30, 1983, expenditures for the biennium ending June 30, 1983, and balances in funds June 30, 1983.

	Balances in Funds July 1, 1981	Collections year ending June 30,1983	Expenditures year ending June 30,1983	Balances in Funds June 30,198
Inst. Collected		456,094.59	456,094.59	
Federal Funds		666,630.97	666,630.97	
Total in funds		1,122,725.56	1,122,725.56	
Salaries & Wages	* 3,235,280.00		3,126,430.11	108,849.89
Operating Exp.	* 893,289.00			55,752.69
Microfilm Services			112.50	
Travel			16,848.85	
Inmate Allowance			8,960.48	
Water-Garbage			29,469.80	
Natural Gas			177,277.00	
Electricity			53,953.63	
Rentals				
Rent of Equipment :			732.38	
Office Equipment				
Office Equipment Rental			4,397.70	
Rent of Building Space			9,775.00	
Postage			4,301.84	
Telephone			24,420.76	
Repair Equipment				
Office			251.85	
Automobiles			818.37	
Other			5,280.21	
Service Contracts				
Office Equipment			2,798.78	
Other			3,531.00	
Repair Building & Grounds			3,768.19	
Medical			35,103.38	
Audit			1,666.00	
Consultant Services			7,050.97	
Instructors			-0-	
Professionals Not Classified			8,851.00	
Insurance Property			13,140.82	
Liability			1,361.16	
Radio, TV, Newspaper Fees			3,100.67	
Licenses			145.00	
Dues-Membership			200.00	
Freight & Express			2,752.31	

FINANCIAL STATEMENT JULY 1, 1981 to JUNE 30, 1983 (CONTINUED)

	Balances in Funds July 1, 1981	Collections year ending June 30, 1983	Expenditures year ending June 30, 1983	Balances In Funds June 30,198
Dry Cleaning			-0-	
Extermination Service			1,158.85	
Professional Development			50.00	
Tuition Fees			135.00	
Office Supply			11,351.37	
Central Reproduction			201.10	
Printing Form Order			1,404.65	
Books			8,808.61	
Periodicals & Subscriptions			2,211.59	
Educational Supplies			19,824.88	
Testing Materials			523.95	
Photography Supplies			98.92	
Food Supplies			176,513.59	
Dry Goods			25,608.73	
Surgical Supplies			1,682.77	
Medicine			5,527.68	
Optical Supplies			76.68	
Dishes			1,354.59	
Laundry Supplies			5,240.81	
Janitorial			12,973.24	
Seed			1,502.26	
Trees and Shrubs			-0-	
Hardware & Building Supplies			29,699.52	
Expendable Tools			3,681.60	
Paint			7,646.32	
Plumbing			10,851.45	
Electrical			8,875.84	
Boiler			14,274.33	
Equipment Repair Parts			9,458.13	
Coal			18,933.47	
Road Maint. Supply			110.80	
Recreation Supplies			6,119.14	
Audio Visual & Tapes			-0-	
Gas & Oil			26,860.13	
Repair Parts-Auto			4,706.66	
Equipment	* 67,425.00			427.14
Shop Equipment			387.06	
Radio Equipment			-0-	
School Equipment			20,174.97	
Equipment Under $ 100.00			940.45	

FINANCIAL STATEMENT JULY 1, 1981 TO JUNE 30, 1983 (CONTINUED)

	Balances in Funds July 1, 1981	Collections year ending June 30, 1983	Expenditures year ending June 30, 1983	Balances in funds June 30,19
Office Machines			5,539.15	
Furniture & Furnishings			23,184.07	
Motor Vehicles			16,478.21	
Machinery & Other Equipment			293.95	
Major Projects	* 173,776.00		162,509.32	11,266.68
Data Processing	1,800.00		189.84	1,610.16
TOTAL	4,371,570.00		4,193,663.44	177,906.56

*The above July 1, 1981 Appropriation, approved by the North Dakota Legislature, due to projected short falls in State revenues, was reduced by 5%, or $196,192. This reduction was mandated in a memo by Governor Allen I. Olson on 11-16-81, and was accomplished. Also, because of current economic conditions the Salary increases for July 1, 1982 were cut back in line with the current inflation rate which was well under 5% at the time. This dollar figure totalled 56,695 for NDIS. During these difficult times, Mr. Al Lick, Director of Institutions met with the employees to explain the situation to them. Due to their cooperation and understanding of the State of the economy, as was explained by Mr. Lick, the North Dakota Industrial School did accomplish the task.

Also, the cutbacks in Federal programs such as Title I and Aftercare, represent 84 percent of the balance in funds June 30, 1983.

STATE OF

PENITENTIARY &

ROUGH RIDER INDUSTRIES

NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

NORTH DAKOTA STATE PENITENTIARY

AND

ROUGH RIDER INDUSTRIES

BIENNIAL REPORT

July 1, 1981 to June 30, 1983

Winston E. Satran
Warden

NORTH DAKOTA STATE PENITENTIARY
Box 1497
BISMARCK, NORTH DAKOTA 58502

ALLEN I. OLSON
Governor

ALTON L. LICK
Director of Institutions

WILLIAM H. BROER, JR.
Deputy Warden

JACK D. PAUL
Director of Programs

LYNSEY L. OSTER
Director of Administration

Winston E. Satran, Warden
(701) 221-6100

November 18, 1983

Mr. Alton L. Lick
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Mr. Lick:

Enclosed is the biennial report for the North Dakota State Penitentiary and Rough Rider Industries which covers the period July 1, 1981, to June 30, 1983.

Sincerely,

Winston E. Satran

WINSTON E. SATRAN
Warden

wmb

Enclosure

NORTH DAKOTA STATE PENITENTIARY
AND
ROUGH RIDER INDUSTRIES

BIENNIAL REPORT

July 1, 1981 to June 30, 1983

Table of Contents

GENERAL PAGE

NDSP Organization Chart..... 101

Statutory Responsibilities and Function..... 102

Major Goals and Objectives of the Institution..... 102

Programs and Operations Designed to Meet These Goals and Objectives..... 102

Summary of Accomplishments, Results, and Changes in Activities..... 103

Identification of Trends in Direction for the Agency..... 103

Problems in Future Directions..... 103

Programs Department

Counseling Program Activities

Individual Counseling Program..... 104
Group Therapy Program..... 104
State Farm Addiction Treatment Program..... 107
Female Inmate Counseling Activities..... 108
Family Therapy Sessions and Workshops..... 108
Psychiatric Nurse Position..... 108
Trauma Resolution (Imagery) Group..... 109
Recidivism Rate Summary..... 109

Support Activities

Crisis Intervention Team Program..... 110
Alcoholics Anonymous - Grove City Group..... 110
Alcoholics Anonymous - Women's Group..... 110
Staff Development and Training Program..... 111
Counselor Training and Educational Programs..... 111
Outside Agency Cooperative Exchange Program..... 111

Curtailment of Activities 111
Educational Activities..... 113
Work Release Activities..... 115
Short Leave Program..... 116

Table of Contents
Biennial Report

PAGE

Infirmary Activities..... 117

Classification System..... 119

Female Inmate Unit..... 120

Federal Inmates..... 120

PENITENTIARY TABLES

Table No. 1 Population Movement of Inmates..... 121
Table No. 2 Transfers To and From Other Jurisdictions..... 121
Table No. 3 Inmates Received From Courts Last 20 Years..... 122
Table No. 4 Average Daily Population, Last 20 Years..... 122
Table No. 5 Average Daily Population, By Month..... 123
Table No. 6 Average Daily Population, For Two Year Period..... 123
Table No. 7 Deaths..... 123
Table No. 8A Crimes Charged Against Inmates Sentenced from N.D..... 123
Table No. 8B Crimes Charged Against Federal Inmates & Other State Sentenced Inmates Incarcerated at NDSP..... 126
Table No. 9 Crimes Against Persons & Property..... 127
Table No. 10 Sentences of Inmates..... 128
Table No. 11 Commitments from Various Counties..... 129
Table No. 12 Ages of Inmates..... 129
Table No. 13 Occupations of Inmates..... 130
Table No. 14 Nativity of Inmates..... 132
Table No. 15 Previous Felony Convictions of Inmates..... 133
Table No. 16 Religion of Inmates..... 133
Table No. 17 Residence of Inmates..... 134
Table No. 18 Citizenship of Inmates..... 135
Table No. 19 Race and Sex of Inmates..... 135
Table No. 20 Marital Status of Inmates..... 135
Table No. 21 Employment Status of Inmates..... 136
Table No. 22 Education of Inmates..... 136

Profile of a Typical Penitentiary Inmate..... 137

STATE FARM TABLES

Table No. 1 Population Movement of Inmates..... 138
Table No. 2 Inmates Received from Courts..... 138
Table No. 3 Average Daily Population Last 20 Years..... 139
Table No. 4 Average Daily Population, By Month..... 139
Table No. 5 Average Daily Population for Two Year Period..... 139
Table No. 6 Crimes Charged Against Inmates Sentenced from N.D..... 140
Table No. 6A Crimes Charged Against Federal Inmates Sentenced to the State Farm..... 141
Table No. 7 Sentences of Inmates..... 142
Table No. 8 Commitments From Various Counties..... 142
Table No. 9 Ages of Inmates..... 143
Table No. 10 Occupations of Inmates..... 143

Table of Contents
Biennial Report

PAGE

Table No. 11 Nativity of Inmates..... 144
Table No. 12 Previous Felony Convictions of Inmates..... 145
Table No. 13 Religion of Inmates..... 146
Table No. 14 Residence of Inmates..... 146
Table No. 15 Citizenship of Inmates..... 147
Table No. 16 Race and Sex of Inmates..... 147
Table No. 17 Marital Status of Inmates..... 147
Table No. 18 Employment Status of Inmates..... 148
Table No. 19 Education of Inmates..... 148

Profile of a Typical State Farm Inmate..... 149

GENERAL FISCAL INFORMATION - NDSP

Revenue/Expenditures for Fiscal Year Ending June 30, 1982.....150
Revenue/Expenditures for Fiscal Year Ending June 30, 1983.....152

Comparative Statement of Changes in Inmate Funds Balances.....155

ROUGH RIDER INDUSTRIES

Purpose..... 158

Industrial Operations..... 159

Operating Fund/Expenditures for Biennium Ending June 30, 1983..... 162

Biennium Inventory Recap..... 164

Construction Project Expenditures from General Account..... 165

Biennium Fiscal Recap by Cost Center..... 166

RESOURCES AVAILABLE FROM THE NDSP AND STATE FARM..... 169

NORTH DAKOTA STATE PENITENTIARY

ORGANIZATION CHART

WARDEN

DEPUTY WARDEN

----------Receptionist
----------Staff Administrative Officer

BUSINESS MGR.
- Accounting
- Budget
- Commissary
- Inmate Property
- Inventory
- Payroll
- Purchasing

DIRECTOR OF PROGRAMS
- Counseling
- Education
- Treatment
- Medical
- Psychological/Psychiatric
- Records
- Recreation
- Religion
- Orientation

STATE FARM MGR.
- Custody
- Farming
- Food Service

MAJOR
- Custody Shifts
- Food Service
- Laundry
- Transportation

INDUSTRIES DIRECTOR
- Asst. Ind. Directors
- Furniture Factory I
- Furniture Factory II
- Janitorial Products
- Sign Industry
- Upholstery & Metal Products

FARM MGR.
- Beef Herds
- Crops
- Dairy
- Hogs

PLANT SERVICES DIRECTOR
(Maintenance Division)
- Carpentry Services
- Electrical Services
- Mechanic
- Plumbing Services
- Grounds Maintenance

Winston Bahnmiller 11/16/81
WARDEN DATE

Clifton E. Jones 11-17-81
DIRECTOR OF INSTITUTIONS DATE

STATE OF NORTH DAKOTA
North Dakota State Penitentiary
Bismarck, North Dakota

STATUTORY RESPONSIBILITIES AND FUNCTION

The North Dakota State Penitentiary exists in direct compliance with North Dakota Century Code statute 12-47-01 which mandates, "The Penitentiary located at the city of Bismarck in the county of Burleigh shall be the general penitentiary and prison of this state for the punishment and reformation of offenders against the laws of this state in which all offenders who are sentenced to imprisonment therein shall be confined securely and employed and governed in the manner provided by law".

Other statutes detailing responsibilities and functions of the institution are 12-47-02 through 12-49-08.

The State Farm, which is also under the administration of the Penitentiary, is provided for by statute 12-51-01 which mandates, "There is established a correctional institution for male violators of the law, to be known as the North Dakota State Farm".

Other statutes regarding the State Farm, its function, and purpose are from 12-51-02 through 12-51-11 in the North Dakota Century Code.

MAJOR GOALS AND OBJECTIVES OF THE INSTITUTION

The goals of the North Dakota State Penitentiary and State Farm are to maintain a safe, healthy environment in which an inmate may apply himself to the task of rehabilitation. This is accomplished by maintaining proper custody, modern day work programs, academic and vocational education, and treatment programs which effect a change in the inmate's behavior.

The objectives of the North Dakota State Penitentiary and State Farm are to maintain a self-sufficient industry program, to meet safety and sanitation standards, to expose all inmates to treatment and educational programs, to employ all employable inmates, and to develop a professional and trained staff.

PROGRAMS AND OPERATIONS DESIGNED TO MEET THESE GOALS AND OBJECTIVES

The North Dakota State Penitentiary is divided into six areas of responsibility in order to meet the needs of the inmate population. These areas are as follows: (1) The Department of Business Administration maintains the financial records, assists each department in preparation of the budget, and works in an advisory capacity in maintaining financial expenditures. (2) The Programs Department is designed to deliver treatment, religious, recreation, medical, and education programs to the inmates. (3) The Maintenance Department provides proper maintenance to the facility and utilities. A secondary role for the Maintenance Department is to provide training areas for inmates who are interested in developing maintenance skills. (4) The Industries and Agriculture Department consists of work programs that will satisfy the requirements of modern day industries and agriculture which will provide an employment background for inmates who are leaving the Penitentiary and State Farm. (5) The Security Department's responsibilities are to provide safety for the inmate

population, maintain custody which provides protection for the citizens of North Dakota, and to act as a first-line answer to inmate problems. (6) The State Farm is responsible for incarcerating inmates who have been sentenced on misdemeanant charges who serve one year or less. The State Farm is under the administration of the Penitentiary and is supported by all of the departments at the Penitentiary.

SUMMARY OF ACCOMPLISHMENTS, RESULTS, AND CHANGES IN ACTIVITIES

The 1981 legislative session appropriated 10.6 million dollars to the Penitentiary to begin a rennovation project which commenced at the conclusion of the 1981 legislative session. This rennovation project has been completed and is now operational within the confines of the Penitentiary. Phase I of the rennovation included building a new industrial complex which houses janitorial products, metal products, upholstered products, and a new industry area. It also included expansion of the present furniture industry and rennovation of the present sign industry building. A new power plant and maintenance building has been built outside of the security area. A new honor dormitory has been constructed outside of the maximum security area and is used to house 60 inmates with a minimum security classification. The existing honor dormitory area will be rennovated and a housing and living unit will be developed for women inmates. In the maximum security area, rennovation has taken place where a new laundry has been placed in the existing janitorial products building. This area also houses a new shower facility for the cell houses. Additional recreation space has been built onto the present education and recreation building, and additional visiting space will be added to the Penitentiary administration building.

IDENTIFICATION OF TRENDS IN DIRECTION FOR THE AGENCY

The most significant trend the Penitentiary and State Farm has witnessed this past biennium is the continued increase in population of both institutions. The total population has averaged 335 inmates this past year. This is the highest combined population since 1960. North Dakota continues to lead the nation in yearly growth in increases in inmate population. Projections are that the population will continue to grow until the late 1990's at which time we can expect a figure of 800 plus inmates.

PROBLEMS IN FUTURE DIRECTIONS

The continued growth in population has resulted in continued planning for additional facilities and bed spaces for the future. North Dakota presently can accommodate 471 prisoners. It is expected that we will be close to this yearly average by 1985. Continued planning and rennovation must take place in order for the State of North Dakota to remain ahead of the correctional problems.

Winston E. Satran
Warden

PROGRAMS DEPARTMENT

COUNSELING PROGRAM ACTIVITIES

Note: Due to the high prevalence of alcoholism and other drug dependence among inmates in the prison population, all counseling functions focus totally or partially on the significance and nature of addictive illness and the problems it causes.

INDIVIDUAL COUNSELING PROGRAM

Individual counseling is available to all inmates residing at the Penitentiary and State Farm. Inmates are seen to discuss personal problems, for assessment of counseling needs or current adjustment to the Penitentiary setting, and to offer support or confrontation in response to behavior and attitude demonstrated. Counseling is also provided for inmates who have a history of chronic depression and those who have engaged in suicidal gestures or attempts. During this biennium, approximately two-thirds of the general inmate population have actively availed themselves to this service. A large portion of the rest of the population have been monitored on an occasional basis by members of the counseling staff.

Individual Counseling Caseload

Number of inmates residing within the Penitentiary and State Farm setting during this biennium.....1169

Number of full-time employed counselors available..... 3

Number of full-time (equivalent) supplemental counseling staff available (includes trainees or interns employed under contract or on loan through the Department of Human Services on a temporary basis)..... 3

Average individual counseling caseload per employed counselor..... 389

Average individual counseling caseload per employed counselor when supplemental trainees and interns are added..... 195

GROUP THERAPY PROGRAM

Addiction Counseling Groups

Since 1972, the Programs Department has provided a group counseling program for those inmates and their families suffering from the effects of addictive illness. During this biennium it has been necessary to make significant changes in the overall format to attempt to accommodate the dramatic increase in the number of inmates housed in the Penitentiary and at the State Farm. Currently available is a multi-phased program that includes an orientation period, participation in an initial treatment activity, and advancement to an intensive treatment phase that includes the involvement of key family members in the therapy process. A primary feature of the modified approach is that a time limit is now implemented to permit evaluation of treatment progress, and increased responsibility on the part of the inmate for productive involvement in the counseling activities provided.

Orientation Phase

The Orientation program is designed to familiarize new inmates with institutional rules, policies, and procedures, typical prison routine, available services, and any other information which will contribute to a stable adjustment to the stresses related to incarceration. In November, 1982, the treatment orientation process was expanded to include a more accurate assessment of counseling needs and to deal more effectively with the new inmate's entry into the institution. The approach is specifically designed to counter the negative influence often exerted upn new arrivals by the more criminal element of the general inmate population. During the orientation process, background information is collected to identify problem areas and to establish an initial treatment plan. The choice to participate in the treatment offered is left with the new inmate since all rehabilitative efforts related to counseling are conducted on a voluntary basis unless an order to participate has been issued through the courts.

The 10 day orientation process permits new inmates to become acquainted with one another and with institutional staff. Close observation during this period through daily interviews and group attendance allows for early identification and possible intervention on those inmates who may be experiencing significant depression, adjustment problems, or other crisis situations.

Currently underway is a plan to make orientation activities more productive by adding a more diversified educational component. Also planned is an approach to more effectively meet the needs of newly arriving female inmates through the development of a separate orientation approach.

Initial Treatment Phase

Initial treatment involves a 60 day process with group sessions conducted four days per week. Group interaction is designed to explore feelings, thoughts, and behavior and is supplemented by individual sessions and educational activities. Initial treatment brings about beginning insight into troublesome behavioral patterns, and attempts to minimize the denial system that is so often associated with addictive illness. Initial treatment participants are expected to become actively involved in identifying personal problems, and in offering opinions related to the behavior of fellow group members that may warrant support or confrontation. All candidates for the intensive phase of treatment must successfully complete the initial phase before they are referred to the more advanced program.

Initial Treatment Participation (General Inmate)

Number of inmates who have attended the groups during this biennium	357
Number of inmates displaying improved behavior and attitude through attendance	218
Number of inmates who have dropped out or were released prior to completion	167
Number of inmates who have completed initial treatment	188
Number of inmates who have been released following completion of treatment	95
Number of inmates who have completed initial treatment and then returned to incarceration in less than a year following release	3

Initial Treatment Participation (Sex Offender)

Number of inmates who have attended the groups during this biennium	53
Number of inmates displaying improved behavior and attitude through attendance	22
Number of inmates who have dropped out or were released prior to completion	32
Number of inmates who have completed initial treatment	3
Number of inmates who have been released following completion of initial treatment	4
Number of inmates who have completed initial treatment and then returned to incarceration in less than a year following release	1

Intensive Treatment Phase

Intensive Addiction Program

The Intensive Addiction Program focuses primarily on problems related to the abuse of alcohol and other mood altering drugs. The groups are designed to explore the problems of inmates who have an addictive illness to help them gain insight into how their behavior and attitude effects them and others, and to bring about an understanding of how the illness may have contributed to the behavior that led to incarceration. Also explored is how alcoholism and other drug abuse effects individual, family, work, and social environments. Intensive group process encourages confrontation of unhealthy behavior to enable the development of personal responsibility, improved communication, and choices that lead to more effective social interaction and more satisfactory life adjustment. The involvement of key family members during the intensive treatment phase is seen as essential to the treatment process.

Intensive Addiction Program Participation

Number of inmates who have attended the program during this biennium	33
Number of inmates displaying improved behavior and attitude through attendance	21
Number of inmates who have dropped out or were released prior to completion	20
Number of inmates who have completed treatment	8
Number of inmates who have been released following completion of treatment	5
Number of inmates who have completed treatment and then returned to incarceration in less than a year following treatment	0

Intensive Sex Offender Program

The sex offender program became functional in August, 1979, to provide a means of treating the incarcerated sex offender. The program offers an environment in which to explore the deeply engrained and pervasive patterns of behavior and maladjustment prevalent in those who become involved in acts of gross sexual imposition directed toward other persons. The program offers treatment not only for those inmates identified as sex offenders through the courts, but also for

those sentenced for other reasons that decide to come forward to explore problems related to their sexuality or undetected acts of sexual misconduct.

Intensive Sex Offender Program Participation

Number of inmates who have attended the program during this biennium	53
Number of inmates displaying improved behavior and attitude through attendance	22
Number of inmates who have dropped out or were released prior to completion	32
Number of inmates who have completed treatment	3
Number of inmates who have been released following completion of treatment	4
Number of inmates who have completed treatment and then returned to incarceration in less than a year following teatment	1

STATE FARM ADDICTION TREATMENT PROGRAM

This program is directed primarily to meet the needs of youthful, first-time offenders and focuses on problems related to the abuse of alcohol and other mood altering drugs. In April, 1983, with the addition of a full-time trained addiction counselor treatment activities were expanded to meet the expected increase in the number of inmates who will be sentenced to the State Farm due to the implementation of North Dakota's new D.U.I. law.

The newly established program includes individual, couples, group, and family counseling and is designed to promote trust and encourage relationships based on more open and honest communication. The nature of personal, interpersonal, and family relationships are examined with emphasis on how the abuse of alcohol and other drugs contributes to negative effects and consequences and behavior.

Future plans include increased emphasis on the importance of family involvement in the treatment process of addicted adolescents. Also needed is the availability of additional trained treatment staff so that adequate implementation of the necessary treatment efforts can be realized.

State Farm Addiction Treatment Program Participation

Number of inmates who have attended the groups during this biennium	62
Number of inmates displaying improved behavior and attitude through attendance	13*
Number of inmates who have dropped out or were released prior to completion	41
Number of inmates who have completed treatment	7
Number of inmates who have been released following completion of treatment	62
Number of inmates who have completed treatment and then returned to incarceration in less than a year following release	11

*The lack of improved institutional behavior and relatively high rate of return to incarceration by inmates residing at the State

Farm appears to be directly related to the absence of an adequate number of trained staff to provide effective treatment for the number of inmates that reside in the State Farm environment.

FEMALE INMATE COUNSELING ACTIVITIES

In May, 1981, a group meeting was formed for female inmates to attempt to deal with the concerns of women incarcerated in a predominately male penitentiary environment. The group also attempts to explore the problems female inmates experience in living in close proximity to one another and issues related to living skills, sexuality, femininity, and the attitude and behavior that led to their incarceration.

Number of female inmates who have attended the meeting during this biennium..... 27
Number of female inmates displaying improved behavior and attitude through attendance..... 18

Whenever possible, female inmates are allowed to participate in any of the treatment activities available to the male inmate population, however, a separate orientation program will soon be implemented to provide activities more suited to address the concerns of women entering the institutional setting.

A weekly scheduled Alcoholics Anonymous meeting is held with volunteers from outside the institution in attendance. Soon to be established will be a monthly meeting featuring speakers from the outside who will present such topics as Effective Parenting, Child Abuse, Wife Abuse, Dealing with Rape, and other topics of interest.

FAMILY THERAPY SESSIONS AND WORKSHOPS

Family therapy sessions are conducted on an ongoing, randomly scheduled basis and structured family therapy workshops are scheduled every other month. The sessions are designed to afford family members the opportunity to help inmates to develop a new way of life and to come to understand how their troublesome behavior and attitude effects others. During the sessions and workshops, family members are encouraged to discuss both the positive and negative behaviors they have experienced in their relationship with the inmate.

Number of family members that have participated in counseling programs during this biennium.....215
Number of inmates who have participated with family members in counseling programs.....134

NOTE: The family counseling program is made possible through a direct line appropriation made available through the Legislature. The cost per person served (inmate and family members) during this biennium was $40.11 per participant. The cost per family member participation was $65.11 for each family member served.

PSYCHIATRIC NURSE POSITION

On July 1, 1982, a psychiatric nursing position was developed through an agreement between the North Dakota Department of Human Services and the North Dakota Director of Institutions. The objective was to provide improved psychiatric care for Penitentiary inmates and to coordinate such services with the North Dakota State Hospital.

The services provided by the psychiatric nurse have focused upon four primary areas:

(1) Inmates who have required an excessive amount of staff time due to psychiatric symptoms and/or disruptive behavioral patterns.

(2) Inmates who have demonstrated behaviors suggestive of suicidal preoccupation and/or other psychiatric problems.

(3) Improved effectiveness in the handling, dispensing, and monitoring of inmate medication.

(4) The further development and monitoring of an antabuse program designed to promote increased stability in inmates being released from the institution who have demonstrated chronic patterns of alcoholism and failure to respond to traditional therapeutic efforts.

With the addition of the psychiatric nurse, the disruptive influence of inmates with psychiatric or behavioral management problems has been significantly reduced within the Penitentiary setting. Through providing treatment coordination in the handling of troublesome inmates, duplication of effort, and unnecessary transfers to the State Hospital have been avoided.

We project continued gains as a result of this position and advocate that it be continued. If such is the case, serious consideration should be given toward discontinuing the original loan agreement reached between the Department of Human Services and the Director of Institutions. It is believed that placing this position within the framework of the Penitentiary administration would minimize unnecessary cost and effort, add stability to the position, and increase the effectiveness of services provided.

TRAUMA RESOLUTION (IMAGERY) GROUP

This activity, originally established with the direct involvement of the Penitentiary's consulting psychologist in June of 1982, has now been assumed by a member of the treatment staff. The sessions, conducted as frequently as limited staff time permits, continue to explore unresolved conflicts of childhood and other unresolved stress-producing experiences the inmate may have encountered. These traumatic experiences, once resolved through therapy, can bring about significant developmental and decision-making changes that are essentially positive in nature.

RECIDIVISM RATE SUMMARY

Total number of inmates residing within the Penitentiary and State Farm setting during this biennium.....1169

Total number of inmates released from incarceration during this biennium..... 527

Total number of inmates who returned to incarceration in less than a year following their release..... 162

Total number of returning inmates who had failed to become involved or successfully complete a treatment program prior to release..... 146

Total number of returning inmates who had successfully completed a treatment program prior to release..... 16

CRISIS INTERVENTION TEAM PROGRAM

This team was originated in October, 1980, to provide a means of intervening upon inmates who are displaying acute symptoms of depression and/or suicidal ideation. The crisis intervention team is made up of approximately 20 inmates that receive ongoing training designed to teach them to effectively deal with these acute crisis situations. The team members are called upon in pairs to provide 24 hour monitoring of the inmate in crisis, and then report significant findings to treatment staff members so that follow-up counseling can be more effectively provided. The team also provides service in the area of crisis prevention by voluntarily escorting hospitalized and psychiatric ward patients to recreational areas so that these patients may be relieved of the stress they experience due to living in a highly controlled environment.

Number of inmates who have been intervened upon..... 34
Number of inmates who were determined to be at a high risk suicide level at time of intervention..... 9
Number of inmates displaying improved behavior and outlook as a result of intervention activities..... 31
Number of repeated suicidal gestures or attempts following initial intervention..... 3
Number of suicides completed..... 0

A therapy group designed to explore problems related to depression and suicidal behavior that was started in July, 1980, was discontinued during this biennium. The group was determined to be no longer needed due to improved training and effectiveness of Penitentiary staff, and the active utilization of the inmate crisis intervention team.

ALCOHOLICS ANONYMOUS - GROVE CITY GROUP

A.A. meetings are conducted by members but supported by an institutional sponsor and sponsors from local communities. This group is structured by institutional policy to promote more effective utilization of time spent in meetings as well as to attract outside A.A. support. The Step Group formed in January, 1981, provides a more structured program to (1) gain knowledge of the workings of the Alcoholics Anonymous program, particularly the 12 steps, and (2) enables a screening process directed toward disruptive elements within the voluntary meetings. This meeting is aided in its endeavor by the availability of appropriate literature which is purchased by the Step Group member. Members are awarded Certificates of Completion and are encouraged to maintain sponsorship roles for introducing new members into this group.

ALCOHOLICS ANONYMOUS - WOMEN'S GROUP

This group was formed in July, 1981, to meet the needs of the female population who express problems with alcohol and other drugs. The group allows participation in the program, free from the diversion which occurs from mixing male and female inmates. The group follows the 12 Steps and discussions surrounding them and other principles of A.A. The activity is conducted by a female staff person who has knowledge of the A.A. program.

STAFF DEVELOPMENT AND TRAINING PROGRAM

During the biennium, an ongoing series of lectures, seminars, and classroom courses have been presented by the Programs Department and are open to attendance by all Penitentiary staff. The series includes such topics as: The Dynamics of Addiction, Professional Relationships and Ethics, the Techniques of Crisis Intervention and Management, Dealing with Stress, Tension and Anxiety, and Techniques of Individual and Group Counseling.

COUNSELOR TRAINING AND EDUCATIONAL PROGRAMS

The Programs Department conducts ongoing counselor training programs designed to upgrade the effectiveness and quality of services provided by its staff and contract employees. The training is designed to provide participants with a thorough knowledge of the treatment and dynamics of addictive illness, techniques of individual, couples, family, and group therapy, methods of crisis intervention and management, and approaches to treatment of the sex offender and others who have committed acts of aggression or violence toward others.

Educational practicums are provided to interested staff members from outside social service agencies and to students enrolled in a college or university. The practicums range from one week to three months in length and include participation in staff training, caseload assignments, case studies, and participation in individual, couples, family, and group counseling dealing with the problems of addictive illness, sexual offenses, and the treatment of depression and suicidal ideation.

In January, 1981, a special counselor training program was initiated to offer selected inmates the opportunity to further their development and offer support to fellow inmates and group members. Participation in this peer counseling program is dependent upon the inmate's demonstrated willingness to conduct themselves in an adult and responsible manner at all times, to divorce from any and all activity involving the drug culture and any abuse of alcohol or other mood-altering drugs. A basic requirement for participation in the program is that the inmate will have participated in a program of family therapy and will have completed a program of active personal growth counseling.

OUTSIDE AGENCY COOPERATIVE EXCHANGE PROGRAM

The Programs Department occasionally joins agencies such as the Rape Victim Advocacy Program, Social and Rehabilitation Service Center, or the Abused Women's Resource Closet to conduct joint training or educational seminars designed to inform the public about current trends in the problems of addictive illness, sexual offenses, abusive and aggressive behavior and disrupted family relationships. This activity has been significantly limited during this biennium due to the increasing inmate population and related requirements of staff time and effort.

CURTAILMENT OF ACTIVITIES DUE TO INCREASING PRISON INMATE POPULATION AND LIMITED NUMBER OF EMPLOYED TREATMENT STAFF AVAILABLE

All of the activities listed below have been drastically curtailed or discontinued due to the increased number of inmates residing within the Penitentiary setting and at the State Farm. These activities, although having been demonstrated to have significant therapeutic and educational value, simply could

not be continued based upon the limited number of authorized staff available to carry out effective counseling services.

Preparation for Release Group

In February, 1981, a group had been formed as an attempt to help prepare inmates for release from incarceration. Discussed in this setting were issues related to employment, personal adjustment, family relationships, dealing with stressful situations and peer pressure, alcohol and other drug abuse, and the importance of healthy support systems.

Seminar, Workshop, And Support Activities

Since July, 1979, a series of workshops, seminars, and support activities had been conducted on an ongoing basis. A variety of topics were presented to increase the inmate's self-awareness and aid in the development of general living skills. The sessions were open to all members of the inmate population.

Human Sexuality Workshop was designed to provide inmates with a knowledge of sexuality and how they relate to others in sexual relationships. The course included frank discussions of healthy and unhealthy sexual behavior and atti-tudes and attempted to dispel common misconceptions about sexual conduct. Participants were encouraged to actively participate by sharing their own fears and concerns related to sexuality.

Public Speaking Workshop provided inmates with the opportunity to gain confidence and improve their ability to express thoughts, ideas, and opinions. The sessions were designed to give members the opportunity to practice speaking spontaneously and effectively in stressful situations. Prepared talks provided experience in organizing and presenting effective and informative speeches.

Living Skills Seminars were conducted to present a variety of life experiences to broaden the inmate's outlook and bring about more effective levels of functioning. Included were such topics as relaxation exercises, personal hygiene, weight control and dieting, job interviews, resume preparation, and the development of work and recreational skills.

Alcoholics Anonymous 4th and 5th Step Preparation Workshop was designed to aid the inmate A.A. member in preparing an honest and meaningful 4th step inventory and to provide encouragement for the inmate to share his assets and defects of character in a forthright manner in completing the 5th step of the A.A. program. The workshop provided material to assist members with identifying appropriate areas to be included in this undertaking. As a result of participation in this group, arrangements were then made with the Chaplain to complete these essential steps.

Note: The activities listed below, having been assessed, and determined to be appropriate for development to increase the effectiveness of rehabilitative efforts at the Penitentiary, were not implemented during the biennium . Again, the failure to initiate these activites was due to increased inmate populations and lack of authorized staff.

(1) Two additional intitial treatment groups
(2) Three additional intensive treatment groups
(3) One basic skills group
(4) One minimum security treatment group
(5) One sexual assault victims group
(6) One violent offenders group

PROGRAMS DEPARTMENT

EDUCATIONAL ACTIVITIES

CLASSES	FUNDING	
	FEDERAL	STATE
ADULT BASIC EDUCATION & BASIC SKILLS		
No. of students who took the test - 107 No. of students who passed at least one test - 106 No. of students who received their G.E.D. - 93	90% AD.BA.ED. 85%	10% STATE 15%
WELDING - State Farm	TITLE I	STATE
Enrollment - 30	100%	
AUTO TUNE-UP - State Farm		
Enrollment - 28	100%	
CARPENTRY - State Farm	VOC. ED.	STATE
Enrollment - 56	50%	50%
AUTO TUNE-UP		
Enrollment - 55	50%	50%
COLLEGE CLASSES		STATE
No. of classes offered - 27 Credit hours - 76 Average enrollment - 20 students per class		100%

College Classes

Inmates at the North Dakota State Penitentiary may now receive an Associate in Arts degree from Bismarck Junior College. All classes are taken during the day, 12 hours per semester and 6 hours during the summer session. This enables highly motivated students to finish the program in two years. This is the same time period a student attending classes at Bismarck Junior College could take to complete the program. The Penitentiary had two students graduate in 1982 and three students in 1983 from Bismarck Junior College.

Classes offered: Living World, English, Man's Environment, History, Social Problems, Beginning Accounting, Elementary Concepts of Math, Basic Drawing, Criminology, Fundamentals of Speech, Business Math, English, U.S. History, Sociology, Psychology, Records Administration, Introduction to Criminal Justice, Freshman English, Introduction to Philosophy, Physical Education, U.S. History, Introduction to Music, American Government & Politics, History of the Western Frontier.

Education Release

Education release is a privilege granted to inmates by the Warden and Parole Board. The program allows the inmate to live in a less secure setting and go

out into the community to study during a portion of the day and then return to the institution. This program is closely supervised by the Penitentiary education director.

Six inmate were on education release at BJC during this biennium and one at Capital Commercial College. Six of the seven successfully completed the program.

Law Library

The number of inmates visiting the law library from July 1, 1981, to June 30, 1983, was 3,224.

Library

Fiction books checked out averaged 661 per month.
Non-fiction books checked out averaged 271 per month.
Books from interlibrary loan averaged 37 per month.
Inmates using the library averaged 714 per month.

PROGRAMS DEPARTMENT

WORK RELEASE ACTIVITIES

Work release is a privilege granted to an inmate by the Warden and Parole Board. The program allows the inmate to live in a less secure setting and go out into the community to work during a portion of the day, earn wages, and then return to the Penitentiary. Wages are paid directly to him/her and must be deposited in their personal accounts at the Penitentiary. Money is allowed to be drawn for personal needs, restitution, support of family, etc. The inmate is transported to and from his/her place of employment by the Penitentiary. Lunches are furnished by the Penitentiary. A maximum of $5 per day or 19% of their gross wages is deducted for room and board.

After the inmate receives a work release date from the Parole Board, the employment counselor at the Penitentiary interviews the inmate, has the inmate complete an application for employment including past work history and job interest. The counselor determines if there are any programs that will benefit the inmate and makes the appropriate contacts. If no job has been obtained by the date the inmate is to begin working, he/she is taken to Job Service of North Dakota to file an application for employment. In the past, construction contractors employed the largest percentage of work release inmates, but with the cut back in construction, food services has now been employing the largest portion. New employers became involved in the work release program each year and each of them have been quite satisfied with the results. Jobs have been very scarce the last two years, however, employers in the Bismarck-Mandan area have been very cooperative with the work release program.

	7/1/81 to 6/30/32	7/1/82 to 6/30/83
Inmates placed on work release	34	31
Successes on work release	28	28
Failures on work release	6*	3**
Number of employers hiring	15	13

Approximately 120 different businesses were contacted for employment of inmates, in addition to Job Service of North Dakota.

* Four inmates were fired from work release jobs for being in an unauthorized area and suspected of theft and using alcohol. These 4 were employed by the same employer and were together at the time of the incident. One was fired by the employer for not following orders and disobeying work release rules. One was taken off work release for using drugs while in the Penitentiary honor dorm.

** One inmate was removed from work release for unauthorized use of the employer's telephone to make long distance calls. One inmate was removed from work release for using alcohol while on the job. One inmate quit his job.

PROGRAMS DEPARTMENT

SHORT LEAVE PROGRAM

Our short leave program began at the Penitentiary in October of 1972. It has been reserved for only those inmates on work or education release for a period of 30 days or more. Funeral leaves, family crisis leaves, or medical leaves are handled separately and individually by the Warden and Parole Board.

The short leave program is viewed as a reward program for those inmates who have made significant progress in returning to society. It has been an extremely successful program and the failure ratio on short leave is almost nil.

Short Leaves	7/1/81 to 6/30/82	7/1/82 to 6/30/83
Number of short leaves granted	19	15
Number of successful short leaves	19	15

INFIRMARY ACTIVITIES
(Penitentiary and State Farm)

ACTIVITIES	7/1/81 to 6/30/82	7/1/82 to 6/30/83
1. Admission Examinations	374	449
2. Discharge Examinations	310	397
3. Tetanus Toxoid Injections	356	424
4. Mantoux test for tuberculosis (excluding yearly Mantoux on all inmates here over 1 year)	360	428
Mantoux test done on inmates here over 1 year	98	111
5. VDRL (Serologies)	356	428
6. Average number of Infirmary visits a. Medical doctor (twice a week)	2,575	2,600
b. Routine sick call	4,745	5,475
c. Dentist (here)	896	940
To dentist's office	93	128
d. Psychiatrist	928	836
e. Optometrist	68	74
f. Hygienist	0	0
7. a. Average number of inmates taking prescribed medication at least once a day (excluding aspirin, antacids, psychotropics, etc.)	28	35
b. Psychotropic meds only	22	30
8. Average number of inmates taking treatments at least once a day (excluding whirlpool, including heat, sitz bath, dressings, etc.)	8	6
9. Outside medical services (excluding hospital care, including doctor visits at clinics, lab, X-rays etc.)	350	410
10. Downtown hospital care a. Major surgery	17	21

b. Hospital admission for anything other than surgery	15	18
c. Emergency Room care	128	135
11. Inmates sent to Springfield, Missouri	1	1

INFIRMARY REPORT
July 1, 1981 - June 30, 1983

General Information

The general medical, dental, and optical care for inmates remained on a high level despite the need to cut back on expenses. The cut back necessitated that the dentist and optometrist come to the institution less often but there was not a decline in the quality of care for the inmate population. Special consultations, laboratory work and some other special services were curtailed, but did not appreciably effect the quantity of care. Conservative treatment was encouraged and the inmate population cooperated very well. Follow-up care for chronically ill patients and emergency care was not adversely effected.

We continued to have Mary College nursing students observe and participate with nursing care, teaching health care and tending to inmates with special needs according to their ability and college practicum requirements.

A psychiatrist nurse was on duty from July 1, 1982, to July 1, 1983, as a loan employee from the Department of Human Services. This loan arrangement was necessary because of the increasing number of inmates who need psychiatric care, the population growth and to reduce the amount of inmates re rred to the State Hospital for psychiatric services. In order that this care be constantly available at the Penitentiary, it is anticipated that the future legislatures will scrutinize this need closely and make the position permanent at the Penitentiary.

Near the end of the biennium, three additional dental chairs and related equipment was purchased, including an X-ray machine. This equipment will be installed during the next biennium and should reduce greatly the problems incurred in our attempts to service the great volume of dental treatments which are needed by new arrivals and long term inmates. All inmates are given dental examinations and with the new equipment, it is evident we will be able to dispose of the problems much sooner and more efficiently.

The next biennium will include classes for all officers on general duty concerning general health care of the inmate and what NDSP employees can do to encourage the inmate to be more responsible for his general physical condition. The Penitentiary has long encouraged inmates to provide for themselves when possible and also to provide a level of medical and physical care above that which the inmate sought when he was in society. Conservative medical care is practiced and encouraged.

Desite some handicaps during the 1981-83 biennium, medical care at this institution remained high and capable of meeting the demands placed upon the available services.

CLASSIFICATION SYSTEM

In an effort to upgrade the classification system at the Penitentiary, the Ehrenkrantz Group, New York, was hired. In June, 1983, a consultant from the Ehrenkrantz Group worked very closely with the staff of the Penitentiary to develop the N.D. Inmate Classification System. The consultant reviewed the present classification system, interviewed staff to determine institutional and inmate needs, and developed a workable classification system.

The North Dakota Inmate Classification System was developed around the concept of "risk management". This concept attempts to reduce and minimize the threat of escape, assault, and violations of the inmate handbook, while providing the inmate with a comprehensive and effective incarceration program. This is accomplished by maximizing supervision and control over inmates presenting the greatest risk to the public, staff, other inmates and themselves, while minimizing control over inmates who have properly adjusted to, and endorsed the institution's goals, objectives, and regulations.

Classification levels reflect system-wide policy regarding perceived risk. The assignment of classification levels is determined by the degree of security (both physical and operational) required to properly supervise an inmate within and outside the physical perimeter of the institutions. The North Dakota Inmate Classification System assigns inmates to three generic classification types (maximum, medium, minimum) in addition to specific education, treatment and work programs as well as housing areas.

The Penitentiary staff was trained with the new classification system at the end of June, 1983, with the new system to be implemented on July 1, 1983. The final assessment of the new classification system will be made next biennium after it has been used and evaluated.

FEMALE INMATE UNIT

The female unit was established in 1976. During this biennium 27 females have been housed in the prison environment. Due to relatively short sentences received by women housed in the unit, only two have participated in the work release program, and none have been involved in education release.

All of the present female inmate population are employed in institutional work activities. Current work available to women inmates includes maintenance activities, clerical work, dining room assistance, and warehouse duties.

Housing facilities for female inmates are presently quite limited, however, a plan is currently underway to provide additional space that appears suitable to house up to 15 inmates in reasonable comfort.

Women inmates are allowed about 4 hours of recreational activity per day. This may include occasional scheduled events such as volleyball with groups from outside the Penitentiary.

FEDERAL INMATES

On July 1, 1981, our Federal inmate count was 15. Over the months, it remained relatively stable and our Federal count reached its peak in May, 1982, at 16. From that date, there was a steady decline in Federal boarders, and as of June 30, 1983, our count was 9.

Our institution had relatively few problems meeting the needs of our Federal boarders in regard to program involvement, including counseling, education, religious, medical, recreation, and employment in the institution. Most Federal boarders were very appreciative about being able to be housed at the NDSP and minimal problems were encountered between State and Federal inmates. Many of the Federal inmates accepted by the institution were sentenced directly by the U.S. Court in North Dakota in order to remain close to home. In addition, our staff works closely with the Federal Community Programs Manager who is stationed in Bismarck, and if any problem arises in relationship to a Federal boarder, the Community Programs Manager is very cooperative in helping resolve it.

TABLE NO. 1
POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6-30-83
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Received from Courts	242	5	285	10
Received as Parole Violators	17	0	15	0
Received on Revocation of Probation	5	0	10	1
Escapees Returned	0	0	2	0
Transfers from Other Jurisdictions	23	2	11	1
Returned from Appeal Bond	1	0	1	0
	288	7	324	12
Population at Beginning of Period	245	5	312	5
	533	12	636	17
Discharged by Expiration	29	2	44	0
Probation	19	0	41	5
Paroled	139	2	174	7
Transfers to Other Jurisdictions	20	1	9	0
Deceased	0	0	0	0
Other releases, Court Order, Appeal Bond, etc.	12	2	17	1
Escaped	0	0	2	0
	220	7	287	13
Population at End of Period	313	5	349	4
	533	12	636	17

TABLE NO. 2
TRANSFERS TO AND FROM OTHER JURISDICTIONS
For Two Year Period Ending 6-30-83
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Transfers from Other Jurisdictions:				
Sentenced in Federal Courts	17	2	8	1
Sentence in Other States -				
Minnesota	1	0	1	0
Montana	3	0	0	0
South Dakota	1	0	2	0
	23	2	11	1

TABLE NO. 2 CONT'D

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Transfers to Other Jurisdictions:				
Federal Transfers	9	0	8	0
Exchange Contracts -				
Minnesota	1	1	0	0
Montana	4	0	1	0
Nevada	2	0	0	0
Oregon	2	0	0	0
South Dakota	2	0	0	0
	20	1	9	0

TABLE NO. 3*
INMATES RECEIVED FROM COURTS LAST 20 YEARS
N.D. State Penitentiary

*Figure for 1974 as it appeared in the previous Annual Report for Fiscal 74-75 was based on only half the year. The figure in the report for 1975 appears to have been based on the fiscal, rather than the calandar year. For these reasons, figures for 1974 and 1975 will be different in this report.

Year	No. Rec'd	Year	No. Rec'd
1964	148	1974	123
1965	139	1975	139
1966	108	1976	154
1967	88	1977	156
1968	88	1978	141
1969	91	1979	152
1970	85	1980	198
1971	76		Male Female
1972	125	1981	206 5
1973	128	1982	250 10
		1983 thru 6/30	159 4

TABLE NO. 4
AVERAGE DAILY POPULATION
Last 20 Years
N.D. State Penitentiary

Year	Population	Year	Population
1964	235.50	1974	134.26
1965	219.00	1975	139.67
1966	199.24	1976	184.99
1967	193.70	1977	218.04
1968	157.90	1978	130.79
1969	150.50	1979	204.85
1970	155.40	1980	230.78
1971	113.00	1981	260.85
1972	125.94	1982	303.18
1973	146.16		Male Female
		1983 thru 6/30	335.24 7.02

TABLE NO. 5
AVERAGE DAILY POPULATION
For Two Year Period Ending 6-30-83
N.D. State Penitentiary

Month	Average	Month	Average	
July 1981	249.52	July	311.48	
August	252.55	August	310.00	
September	251.63	September	307.73	
October	257.10	October	322.26	
November	266.20	November	329.93	
December	271.83	December	323.09	
January 1982	274.20		Male	Female
February	283.96	January 1983	324.81	9.45
March	291.65	February	322.32	9.53
April	300.00	March	330.13	6.22
May	305.84	April	345.33	5.96
June	278.00	May	348.13	6.41
		June	340.73	4.53

TABLE NO. 6
AVERAGE DAILY POPULATION
For Two Year Period
N.D. State Penitentiary

Average Population Year Ending June 30, 1982	273.54
Average Population Year Ending June 30, 1983	326.33
Average Population for Two Year Period	279.94

TABLE NO. 7
DEATHS
For Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Deaths	0	0	0	0

TABLE NO. 8A
CRIMES CHARGED AGAINST INMATES
SENTENCED FROM NORTH DAKOTA
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Accomplice to Aggravated Assault	0	0	1	0
Accomplice to the Delivery of a Controlled Substance	1	0	2	0
Accomplice to the Sale and Delivery of a Controlled Substance	1	0	0	0
Accomplice to Forgery	1	0	0	0

TABLE NO. 8A CONT'D

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Aggravated Assault	5	0	10	0
Armed Robbery	2	0	0	0
Arson	0	0	1	0
Attempted Burglary	1	0	1	0
Attempted Murder	1	0	1	0
Attempted Theft	0	0	1	0
Attempting to Obtain Prescription by Deception	0	0	1	0
Attempting to Obtain Possession of a Controlled Substance by Fraud or Forgery	0	0	1	0
Bail Jumping	2	0	0	0
Breaking into a Vehicle	3	0	5	0
Burglary	91	0	101	0
Carrying a Concealed Weapon	1	0	8	0
Carrying a Concealed Weapon or Firearm	1	0	0	0
Carrying a Pistol Without a License	0	0	1	0
Child Abuse	1	0	1	0
Conspiracy to Deliver a Controlled Substance	8	0	1	0
Conspiracy to Deliver Marijuana	0	0	3	0
Conspiracy to Possess & Deliver a Controlled Substance	0	0	1	0
Criminal Mischief	1	0	2	0
Criminal Trespass	4	0	4	0
Dealing in Stolen Property	1	0	0	0
Delivery & Accomplice to Delivery of a Controlled Substance-Cocaine	0	0	1	0
Delivery of Cocaine	0	0	2	0
Delivery of a Controlled Substance	19	2	24	1
Delivery of a Controlled Substance-Cocaine	3	0	5	0
Delivery of a Controlled Substance-Hashish	1	0	0	0
Delivery of a Controlled Substance-Marijuana	2	1	10	1
Delivery of Marijuana	0	0	6	0
Delivery or Offering for Delivery a Controlled Substance-Cocaine	1	0	0	0
DWI	0	0	1	0
Endangering by Fire	1	0	1	0
Endangering by Fire or Explosion	1	0	1	0
Escape	8	0	9	0
Escape (attempted)	1	0	0	0
Escape from ND State Farm	1	0	0	0
Failure to Appear After Release-Bail Jumping	1	0	1	0
False Information on a Pistol Application	0	0	1	0
Felonious Restraint	2	0	1	0
Forgery	29	0	15	2
Fraudulently Offering or Selling Securities	1	0	1	0
Gross Sexual Imposition	22	0	19	0
Incest	0	0	1	0
Issuing Checks with No Accounts	0	0	4	0
Issuing a No Account Check-2nd Offense	0	0	0	1
Kidnapping	8	0	0	0
Manslaughter	1	0	3	1

TABLE NO. 8A CONT'D

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Murder	2	0	2	0
Neglect of Child	1	0	1	0
Negligent Homicide	5	0	6	0
Offering for Sale or Selling Securities w/o Being Registered as a Dealer or Salesman	1	0	0	0
Offering for Sale or Selling Unregistered Securities	1	0	1	0
Perjury	0	1	1	0
Possession of Cocaine w/Intent to Deliver	0	0	1	0
Possession of a Controlled Substance	7	2	7	1
Possession of Contraband Useful for Escape	0	0	1	0
Possession of a Controlled Substance by a Penitentiary Inmate	3	0	0	0
Possession of a Controlled Substance - Hashish	0	0	3	0
Possession of a Controlled Substance - Hashish Oil	1	0	0	0
Possession of a Controlled Substance - LSD	0	0	1	0
Possession of a Controlled Substance w/ Intent to Deliver	4	0	2	0
Possession of a Controlled Substance w/ Intent to Deliver-Hashish	0	0	1	0
Possession of a Controlled Substance w/ Intent to Deliver - Heroin	0	0	1	0
Possession of Drug Paraphernalia	0	0	1	0
Possession of Hashish	0	0	2	0
Possession of Marijuana	2	0	0	0
Possession of Marijuana by a Penitentiary Inmate	1	0	0	0
Possession of a Pistol by a Felon	1	0	0	0
Possession of Marijuana w/Intent to Deliver	5	0	0	0
Possession of a Stolen Firearm	0	0	1	0
Possession of Stolen Property	2	0	1	0
Possession with Intent to Deliver	0	0	1	0
Preventing Arrest or Discharge of Other Duties	1	0	0	0
Reckless Endangerment	5	0	5	0
Revocation of Probation	2	0	0	0
Robbery	31	0	26	1
Sale & Delivery of a Controlled Substance	1	0	0	0
Sale & Delivery of a Hallucinogenic Drug	1	0	0	0
Sexual Imposition	0	0	4	0
Simple Assault of a Peace Officer	4	0	6	0
Terrorizing	2	0	6	0
Theft	2	0	0	0
Theft by Deception	1	0	1	0
Theft by Deception (accomplice	1	0	0	0
Theft of Property	68	0	73	4
Theft of Property & Services	1	0	2	0
Theft of Property (Retaining Stolen Vehicle)	1	0	0	0

TABLE NO. 8A CONT'D

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Theft of Services	0	0	2	0
Unauthorized Use of a Motor Vehicle	0	0	8	0
Unlawful Possession of a Controlled Substance	1	0	2	0
Unlawful Possession of a Controlled Substance - Hashish	0	0	1	0
Unlawful Possession of a Controlled Substance w/Intent to Deliver	1	0	0	0
Unlawful Possession of a Pistol	0	0	1	0
	381	6	436	13

Note: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

TABLE NO. 8B
CRIMES CHARGED AGAINST FEDERAL INMATES AND OTHER STATE SENTENCED INMATES INCARCERATED AT THE NORTH DAKOTA STATE PENITENTIARY

*Other State Inmates

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Armed Robbery	0	0	1	0
Assault	0	0	1	0
Assault Resulting in Serious Bodily Injury	0	0	1	0
Assisting in the Escape of a Prisoner	1	0	0	0
Attempt to Escape (Sweetgrass Co., MT)*	1	0	0	0
Attempted Escape (Hughes Co., SD)*	0	0	1	0
Bank Robbery	2	0	0	0
Bank Robbery with Assault	1	0	0	0
Burglary	1	0	0	0
Burglary (Todd Co., MN)*	0	0	1	0
Burglary (Silverbow Co., MT)*	1	0	0	0
Burglary (Salt Lake Co., UT)*	1	0	0	0
Burglary 3rd Degree (Hughes Co., SD)*	0	0	1	0
Burglary 3rd Degree (Marshal Co., SD)*	1	0	0	0
Conspiracy Unlawful Distribution of a Controlled Substance	0	0	1	0
Distribution of Marijuana	4	0	0	0
Distribution of S-11 Controlled Substance (DL Amph Sulfate)	1	0	0	0
Embezzlement	0	0	0	1
False Statements for Purpose of Obtaining Money for Haycut on Waterbank Land	0	0	1	0
False Swearing (Brown Co., SD)*	0	0	1	0
Forgery	1	0	0	0
Forgery (Brown Co., SD)*	0	0	1	0

TABLE NO. 8B CONT'D

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Interstate Trasnportation of Stolen Goods	1	0	0	0
Kidnapping	1	0	0	0
Kidnapping (Ramsey Co., MN)*	1	0	0	0
Larceny over $100	0	0	1	0
Manslaughter	1	0	0	0
Murder	1	0	0	0
Placing Lives in Jeopardy	1	0	0	0
Possession of a Controlled Substance	1	0	0	0
Possession of a Controlled Substance w/Intent to Deliver-Cocaine	0	0	1	0
Possession of a Firearm by a Convicted Felon	2	0	0	0
Robbery	1	0	1	0
Robbery (Salt Lake Co., UT)*	1	0	0	0
Theft	1	0	0	0
Theft by Receiving (Salt Lake Co., UT)*	1	0	0	0
Theft of Property (Todd Co., MN)	0	0	1	0
Transporting a Forged Security in Interstate Commerce	0	2	0	0
Transporting a Stolen Vehicle in Interstate Commerce	0	0	1	0
Use of False Writing & Document	1	0	0	0
Voluntary Manslaughter	1	0	0	0
	31	2	14	1

Note: Crimes exceed number of inmates transferred as some inmates were charged with more than one crime.

TABLE NO. 9
CRIMES AGAINST PERSONS AND PROPERTY
For Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Crimes Against Persons*	97	0	92	2
Crimes Against Property	213	0	227	8
	310	0	319	10

*Robbery is included in this category

Note: Totals do not agree with inmates received from courts as some inmates were charged with crimes which were neither against persons or property.

TABLE NO. 10
SENTENCES OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
30 days	1	0	0	0
60 days	2	0	0	0
90 days	1	0	0	0
6 months	6	1	3	0
8 months	5	0	3	0
9 months	0	0	2	0
52 weeks	1	0	0	0
12 months	0	1	0	0
1 year	56	0	45	1
1 year and 1 day	1	0	2	0
370 days	0	0	1	0
13 months	2	0	3	0
14 months	2	0	0	0
15 months	2	0	0	0
16 months	3	0	1	0
18 months	18	0	6	0
19 months	1	0	0	0
21 months	1	1	0	0
22 months	0	0	1	0
23 months	0	0	2	0
2 years	46	0	78	3
27 months	0	0	1	0
2½ years	6	0	4	0
30 months	2	0	1	0
36 months	1	0	0	0
3 years	70	2	112	5
3 years and 6 months	0	0	1	0
4 years	36	0	38	1
4 years and 9 months	3	0	0	0
5 years	73	1	92	1
6 years	9	0	3	0
7 years	0	0	4	0
8 years	5	0	5	0
9 years	0	0	1	0
10 years	18	0	12	1
12 years	1	0	0	0
15 years	1	0	1	0
20 years	7	0	0	0
27 years	1	0	0	0
30 years	2	0	0	0
43 years	0	0	1	0
LIFE	0	0	2	0
	387	6	425	12

Note: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

TABLE NO. 11
COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N.D. State Penitentiary

County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Barnes	3	0	1	0	Pierce	0	0	3	0
Billings	0	0	1	0	Ramsey	7	0	11	0
Bottineau	3	0	10	0	Ramsom	2	0	1	0
Bowman	1	0	0	0	Renville	1	0	2	0
Burke	1	0	0	0	Richland	2	0	6	0
Burleigh	44	0	31	1	Rolette	3	0	4	1
Cass	50	2	54	2	Stark	18	0	12	0
Cavalier	3	0	4	0	Stutsman	16	1	16	1
Dickey	1	0	1	0	Towner	2	0	0	0
Eddy	3	0	0	0	Traill	2	0	2	0
Emmons	1	0	0	0	Walsh	2	0	2	0
Foster	0	0	1	0	Ward	16	0	31	0
Golden Valley	2	0	1	0	Williams	30	2	30	3
Grand Forks	25	1	29	0	Federal	17	2	8	1
Grant	1	0	0	0	Ramsey, MN	1	0	0	0
Hettinger	0	0	3	0	Todd, MN	0	0	2	0
Logan	1	0	0	0	Silverbow, MT	1	0	0	0
McHenry	5	0	5	0	Sweetgrass, MT	1	0	0	0
McKenzie	5	0	8	0	Brown, SD	0	0	2	0
McLean	0	0	2	0	Hughes, SD	0	0	2	0
Morton	3	0	14	0	Marshal, SD	1	0	0	0
Nelson	1	0	0	0	Salt Lake, UT	2	0	0	0
Pembina	0	0	5	0					
						255	6	291	10

Note: Number of counties may exceed number of inmates received as some inmates may have been sentenced in more than one county.

TABLE NO. 12
AGES OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
14	1	0	0	0	23	14	0	18	1
15	1	0	0	0	24	16	0	17	0
16	1	0	0	0	25	15	0	10	0
17	6	0	2	0	26	6	0	18	1
18	15	0	10	0	27	15	0	14	1
19	22	1	21	0	28	7	0	18	0
20	24	0	25	1	29	4	0	8	0
21	15	1	24	2	30	1	0	9	0
22	21	1	19	1	31	7	0	8	0

TABLE NO. 12 CONT'D

Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
32	5	0	7	0	45	1	0	2	0
33	3	0	7	0	46	1	0	0	0
34	8	1	3	0	47	1	0	2	0
35	0	0	6	0	48	1	0	1	0
36	1	0	3	0	49	2	0	0	0
37	1	0	1	1	51	0	0	1	0
38	4	0	2	0	52	2	0	0	0
39	2	0	4	0	53	0	0	2	0
40	5	0	6	0	54	0	0	2	0
41	1	0	2	0	57	1	0	2	0
42	5	1	3	0	59	0	0	1	0
43	4	0	2	1	60	1	0	1	0
44	2	0	2	1	61	0	0	1	0
					73	0	0	1	0
						242	5	285	10

TABLE NO. 13
OCCUPATIONS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Occupation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Accountant	1	0	1	0
Air Force	2	0	0	0
Artist	1	0	0	0
Assistant Manager	1	0	0	0
Athletic Trainer	0	0	1	0
Autobody	1	0	7	0
Barber	0	0	1	0
Baker	2	0	0	0
Bartender	0	1	0	0
Boiler Operator	0	0	1	0
Bookkeeper	0	0	0	1
Broker	0	0	1	0
Cabinet Maker	1	0	0	0
Carnival Worker	2	0	0	0
Carpenter	16	0	24	0
Clerk	0	1	0	2
Construction	6	0	25	0
Contracting	2	0	0	0
Cook	9	0	11	1
Counselor	0	0	1	0
Dishwasher	1	0	0	0
Drycleaner	0	0	1	0
Drywaller	1	0	1	0
Electrician	1	0	2	0
Engineer	1	0	0	0

TABLE NO. 13 CONT'D

Occupation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Farmer	8	0	14	0
Ferrier	1	0	0	0
Heavy Equipment Operator	1	0	2	0
Housewife	0	1	0	0
Insurance Agent	1	0	0	0
Janitor	3	0	3	0
Laborer	79	0	91	0
Lineman	0	0	1	0
Machinist	0	0	1	0
Manager	2	0	4	0
Meatcutter	0	0	1	0
Mechanic	16	0	19	0
Medical Technician	0	0	1	0
Mine Supervisor	1	0	0	0
Musician	0	0	1	0
None	7	0	1	1
Nurse	0	0	0	1
Nurse's Aide	0	0	1	1
Oilfield Worker	18	0	19	1
Orderly	0	0	1	0
Painter	4	0	5	0
Paramedic	1	0	1	0
Pilot	1	0	0	0
Pipefitter	1	1	0	1
Planner	1	0	1	0
Plumber	1	0	1	0
Rancher	1	0	1	0
Realtor	1	0	1	0
Roofer	1	0	1	0
Sales	6	1	7	0
Seismographer	3	0	3	0
Social Worker	0	0	1	0
Storekeeper	0	0	1	0
Student	3	1	4	1
Surveyor	1	0	1	0
Teacher	1	0	0	0
Truck Driver	16	0	12	0
Upholstery	0	0	2	0
Veterinary Technician	0	0	0	1
Veterinarian	1	0	0	0
Welder	18	0	13	0
Woodworker	0	0	1	0
	260	6	295	11

Note: Number of occupations exceed number of inmates received as some inmates list more than one occupation.

TABLE NO. 14
NATIVITY OF INMATES
Received During Two Year Period
N.D. State Penitentiary

State or Nation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Alabama	3	0	0	0
Alaska	0	0	1	0
Arkansas	0	0	3	0
Arizona	0	0	2	0
California	7	0	12	0
Colorado	4	0	5	0
Connecticut	0	0	1	0
Florida	2	0	1	0
Georgia	0	0	1	0
Hawaii	1	0	1	0
Iowa	2	0	5	0
Illinois	5	0	6	0
Indiana	4	0	3	0
Kansas	0	0	2	0
Kentucky	2	0	2	0
Louisiana	2	0	2	0
Massachusetts	1	0	1	0
Michigan	2	0	3	0
Minnesota	29	1	38	1
Missouri	2	0	3	0
Mississippi	1	0	1	0
Montana	10	0	9	0
North Dakota	120	3	130	6
Nebraska	2	0	4	0
New Jersey	1	0	0	0
New Mexico	0	0	2	0
Nevada	1	0	0	0
New York	2	0	1	0
Ohio	1	0	4	0
Oklahoma	4	0	1	0
Oregon	1	0	1	1
Pennsylvania	0	0	2	0
Rhode Island	0	0	1	0
South Carolina	1	0	0	0
South Dakota	5	0	7	0
Texas	6	0	5	0
Utah	0	0	2	0
Virginia	1	0	0	0
Vermont	0	0	1	0
Washington	7	0	7	1
Wisconsin	7	1	7	0
Wyoming	4	0	0	1
Manitoba, Canada	2	0	2	0
Ontario, Canada	0	0	1	0
Cuba	0	0	2	0
Germany	0	0	1	0
Ecuador, South America	0	0	1	0
Unknown	0	0	1	0
	242	5	285	10

TABLE NO. 15
PREVIOUS FELONY CONVICTIONS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Previous Convictions	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
No Previous Convictions	151	5	188	8
One Previous Conviction	51	0	60	2
Two Previous Convictions	19	0	25	0
Three Previous Convictions	11	0	6	0
Four Previous Convictions	2	0	5	0
Five Previous Convictions	5	0	1	0
Six Previous Convictions	2	0	0	0
Nine Previous Convictions	1	0	0	0
	242	5	285	10

TABLE NO. 16
RELIGION OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Religion/Denomination	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Agnostic	0	0	9	0
Ancient Order of Magii	1	0	1	0
Assembly of God	2	0	2	1
Baptist	15	1	10	0
Catholic	95	0	97	3
Christian	3	0	13	1
Church of Christ	1	0	0	0
Episcopalian	1	0	1	0
Evangelical	1	0	0	0
Interdenominational	1	0	0	0
Lutheran	57	1	84	2
Methodist	11	1	9	0
Mormon	1	0	2	1
Native American	1	0	5	0
Nazarene	1	0	0	0
None	23	0	27	0
Pentecostal	2	0	3	0
Presbyterian	5	1	4	1
Protestant	18	0	15	0
Seventh Day Adventist	2	1	2	1
	242	5	285	10

TABLE NO. 17
RESIDENCE OF INMATES
Received During Two Year Period
N.D. State Penitentiary

State or Nation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Alaska	1	0	0	0
Arkansas	0	0	1	0
Arizona	2	0	1	0
California	2	0	3	0
Colorado	3	0	3	0
Florida	1	0	2	0
Idaho	1	0	0	0
Iowa	2	0	2	0
Illinois	2	0	1	0
Indiana	1	0	0	1
Kansas	0	0	2	0
Kentucky	1	0	1	0
Michigan	2	0	0	0
Minnesota	20	1	19	1
Missouri	2	0	1	0
Mississippi	1	0	1	0
Montana	7	0	7	0
North Dakota	168	4	224	8
Nebraska	2	0	1	0
Nevada	2	0	1	0
New Mexico	1	0	2	0
New York	0	0	1	0
Ohio	0	0	1	0
Oklahoma	2	0	0	0
Oregon	0	0	1	0
South Dakota	1	0	2	0
Tennessee	1	0	0	0
Texas	2	0	0	0
Utah	2	0	1	0
Washington	5	0	2	0
Wisconsin	0	0	3	0
Wyoming	3	0	1	0
Manitoba, Canada	1	0	0	0
None	4	0	1	0
	242	5	285	10

TABLE NO. 18
CITIZENSHIP OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Citizens of United States	241	5	282	10
Noncitizens of United States	1	0	3	0
	242	5	285	10

TABLE NO. 19
RACE AND SEX OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
Race	Male	Female	Male	Female
Caucasian	205	4	245	8
Indian	33	1	33	2
Negro	3	0	7	0
Mulatto	1	0	0	0
	242	5	285	10

TABLE NO. 20
MARITAL STATUS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

	Ending 6-30-82		Ending 6-30-83	
Marital Status	Male	Female	Male	Female
Single	154	2	155	7
Married	40	0	55	1
Separated	4	0	5	0
Divorced	43	2	65	2
Widowed	1	1	5	0
	242	5	285	10

TABLE NO. 21
EMPLOYMENT STATUS OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Employment	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Employment at time of arrest	102	3	135	6
Unemployment at time of arrest	140	2	150	4
	242	5	285	10

TABLE NO. 22
EDUCATION OF INMATES
Received During Two Year Period
N.D. State Penitentiary

Education	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
None	0	0	1	0
Special Education	1	0	0	0
3 years	1	0	2	0
4 years	0	0	1	0
5 years	0	0	1	0
6 years	1	0	2	0
7 years	5	0	4	2
8 years	24	0	27	0
9 years	27	0	24	0
10 years	28	0	26	0
11 years	23	1	19	0
12 years	50	3	70	3
GED	57	0	63	1
13 years	10	1	17	0
14 years	6	0	14	3
15 years	1	0	5	1
16 years	6	0	5	0
17 years	2	0	2	0
18 years	0	0	1	0
19 years	0	0	1	0
	242	5	285	10

PROFILE OF A TYPICAL PENITENTIARY INMATE

July 1, 1981 - June 30, 1983

THE TYPICAL INMATE:

is white (85%) Indian (13%)

is male (97%) female (3%)

is currently 27 years old (average) Median 24 years
Mode 20 years

was convicted of burglary (24%)
theft of property (17%)
delivery of a cont. sub. (9%)
gross sexual imposition (5%)
forgery (5%)

was sentenced in Cass (19%)
Burleigh (14%)
Williams (12%)
Grand Forks (10%)
Ward (8%)
Stutsman (6%)
Stark (5%)

was born in North Dakota (48%) or Minnesota (13%)

was a resident of North Dakota at time of arrest (75%)

was a citizen of the United States at time of arrest (99%)

is serving a determinate sentence (100%) of 3 years (23%)
5 years (20%)
2 years (15%)
1 year (12%)
4 years (9%)

has worked primarily as a laborer or construction worker (67%)

has had previous felony convictions (35%)

is of Catholic (36%) or Lutheran (27%) denomination

is single (59%)
divorced (21%)
married (18%)

was unemployed at time of his/her arrest (55%).

TABLE NO. 1
POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6-30-83
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Received from Courts	103	3	122	4
Received as Parole Violators	1	0	0	0
Received on Revocation of Probation	0	0	7	0
Received as Federal Transfer	0	0	1	0
Escapees Returned	0	0	4	0
	104	3	134	4
Population at Beginning of Period	61	0	52	0
	165	3	186	4
Discharged by Expiration	38	1	40	1
Released on Parole	40	1	37	1
Released on Probation	24	0	28	0
Escaped	0	0	4	0
Transferred to the State Penitentiary to serve concurrent Sentences	2	0	2	0
Court Orders	9	1	15	2
	113	3	126	4
Population at End of Period	52	0	60	0
	165	3	186	4

TABLE NO. 2
INMATES RECEIVED FROM COURTS
Last 20 Years
N.D. State Farm

Year	No. Rec'd	Year	No. Rec'd
1964	73	1974	80
1965	67	1975	105
1966	52	1976	82
1967	53	1977	117
1968	75	1978	95
1969	49	1979	86
1970	68	1980	131
1971	70		Male / Female
1972	67	1981	118 / 3
1973	67	1982	104 / 5
		1983 thru 6/30	69 / 0

TABLE NO. 3
AVERAGE DAILY POPULATION
Last 20 Years
N.D. State Farm

Year	Average	Year	Average	
1964	36.50	1974	27.86	
1965	31.75	1975	38.32	
1966	32.25	1976	38.93	
1967	20.89	1977	44.03	
1968	38.05	1978	41.00	
1969	21.01	1979	34.75	
1970	26.65	1980	52.99	
1971	28.93	1981	54.64	
1972	24.77	1982	49.66	Female
1973	36.76	1983 thru 6/30	50.17	0

TABLE NO. 4
AVERAGE DAILY POPULATION*
For Two Year Period Ending 6-30-83
N.D. State Farm

Month	Average	Month	Average
July 1981	58.55	July	54.26
August	58.74	August	56.00
September	55.17	September	51.10
October	47.68	October	55.10
November	51.27	November	57.73
December	52.03	December	49.38
January 1982	51.68	January 1983	46.39
February	47.86	February	44.46
March	44.10	March	45.74
April	43.50	April	51.50
May	40.58	May	55.58
June	44.67	June	57.37

TABLE NO. 5
AVERAGE DAILY POPULATION*
For Two Year Period
N.D. State Farm

Average Daily Population for Year Ending June 30, 1982	49.65
Average Daily Population for Year Ending June 30, 1983	52.05
Average Daily Population for Two Year Period	50.85

*Based on Fiscal Year

TABLE NO. 6
CRIMES CHARGED AGAINST INMATES
SENTENCED FROM NORTH DAKOTA
N.D. State Farm

Crime	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Accomplice to Commit Robbery	1	0	0	0
Actual Physical Control under the Influence of Alcohol or Drugs	0	0	1	0
Actual Physical Control While Under the Influence	0	0	3	0
Aggravated Assault	2	0	1	0
Aggravated Assault w/a Dangerous Weapon	0	0	1	0
Assaulting a Peace Officer	1	0	0	0
Attempted Burglary	0	0	2	0
Attempted Theft of Property	0	0	1	0
Bench Warrant for Violating Good Behavior	0	0	1	0
Breaking into a Vehicle	4	0	0	0
Breaking into a Vehicle (or concealment within)	0	0	1	0
Burglary	35	0	19	0
Carrying a Pistol w/o a License	1	0	0	0
Corruption of a Minor	1	0	0	0
Corruption or Solicitation of a Minor	1	0	0	0
Criminal Mischief	1	0	3	0
Criminal Trespass	3	0	5	0
Dealing in Stolen Property	0	0	1	0
Delivery of an Alcoholic Beverage	1	0	0	0
Delivery of a Controlled Substance	6	0	14	1
Delivery of a Controlled Substance-Marijuana	2	0	2	0
Delivery of a Stimulant Drug, namely Methamphetamines	1	0	0	0
Disorderly Conduct	0	0	2	0
Driving without Liability Insurance	0	0	1	0
DWI	5	0	21	0
DUS	2	0	8	1
Eluding a Police Officer	1	0	2	0
Escape	1	0	2	0
False Report to Law Enforcement Officer	0	0	1	0
Forgery	10	0	13	1
Illegally Carrying a Pistol	2	0	0	0
Indecent Exposure	0	0	1	0
Issuing a Bank Check w/o Suff. Funds	9	0	3	0
Issuing a No Account Check	2	0	12	0
Leaving the Scene of an Accident	0	0	1	0
Negligent Homicide	1	0	3	0
Open Container	1	0	0	0
Pistols Prohibited in Liquor Establishment	0	0	1	0
Possession of a Controlled Substance	5	0	1	0
Possession of a Controlled Substance - Cocaine	1	0	0	0
Possession of a Controlled Substance - Hashish	1	0	0	0

TABLE NO. 6 CONT'D

Crime	Ending 6-30-82 Male	Ending 6-30-82 Female	Ending 6-30-83 Male	Ending 6-30-83 Female
Possession of a Controlled Substance - Hashish, Marijuana, LSD	1	0	0	0
Possession of a Controlled Substance - Marijuana	1	0	4	0
Possession of a Controlled Substance with Intent to Deliver	1	0	0	0
Possession of Drug Paraphernalia	0	0	1	0
Possession of Marijuana w/Intent to Deliver	1	0	0	0
Preventing Arrest or Discharge of Duties	0	0	3	0
Reckless Endangerment	6	0	2	0
Referral & Chain Referral Selling	0	0	1	0
Robbery	0	1	1	0
Simple Assault	0	0	1	0
Simple Assault on a Peace Officer	0	0	2	0
Striking Unattended Vehicle	1	0	0	0
Tampering with Auto	1	0	0	0
Theft	3	0	1	0
Theft (Possession of Stolen Property)	0	0	1	0
Theft of Property	19	2	34	1
Theft of Property; mislaid, lost or delivered by mistake	1	0	0	0
Theft of Services	4	0	4	0
Unauthorized Use of a Vehicle	6	0	7	0
Unlawful Imprisonment	0	0	1	0
Unlawful Possession of a Controlled Substance	1	0	1	0
Unlawful Possession of a Controlled Substance-Hashish	1	0	0	0
Unlawful Possession of a Pistol	1	0	0	0
	149	3	196	4

Note: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

TABLE NO. 6A
CRIMES CHARGED AGAINST FEDERAL INMATES
INCARCERATED AT THE STATE FARM

Crime	Ending 6-30-82 Male	Ending 6-30-82 Female	Ending 6-30-83 Male	Ending 6-30-83 Female
Assault by Striking, Beating & Wounding	0	0	1	0

TABLE NO. 7
SENTENCES OF INMATES
Received During Two Year Period
N.D. State Farm

Sentence	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
30 days	2	0	10	0
60 days	4	0	1	0
90 days	2	0	0	0
3 months	1	0	2	0
120 days	1	0	2	0
3½ months	0	0	1	0
140 days	0	0	2	0
150 days	1	0	1	0
6 months	13	1	27	0
180 days	2	0	3	0
7 months	0	0	1	0
8 months	3	0	0	0
9 months	3	0	6	0
10 months	0	0	3	0
11 months	0	0	1	0
360 days	1	0	1	0
1 year	107	2	126	4
	142	3	188	4

Note: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

TABLE NO. 8
COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N.D. State Farm

County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Barnes	2	0	1	0	McKenzie	3	0	5	0
Benson	1	0	4	0	Mercer	5	0	2	0
Bottineau	1	0	2	0	Morton	9	0	8	0
Burke	0	0	1	0	Nelson	1	0	0	0
Burleigh	9	0	7	0	Pembina	0	0	2	0
Cass	12	0	26	2	Pierce	2	0	0	0
Cavalier	0	0	2	0	Ramsey	0	0	1	0
Divide	1	0	1	0	Ransom	1	0	0	0
Dunn	0	0	1	0	Renville	0	0	1	0
Emmons	1	0	3	0	Richland	5	0	2	1
Golden Valley	2	0	0	0	Rolette	7	0	0	0
Grand Forks	9	2	14	0	Sargent	0	0	1	0
Griggs	1	0	0	0	Stark	5	0	9	0
Hettinger	0	0	1	0	Steele	1	0	0	0
McHenry	1	0	3	0					

TABLE NO. 8 CONT'D

County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	County	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Stutsman	2	0	12	1	Walsh	5	0	3	0
Towner	1	0	0	0	Ward	5	0	4	0
Traill	0	0	1	0	Williams	12	1	13	0
						104	3	130	4

Note: Commitments exceed number of inmates received as some inmates were sentenced in more than one county.

TABLE NO. 9
AGES OF INMATES
Received During Two Year Period
N.D. State Farm

Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female	Age	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
16	1	0	1	0	34	2	1	0	0
17	4	0	0	0	35	0	0	4	0
18	10	0	12	0	36	0	1	3	0
19	11	0	13	0	37	2	0	2	0
20	12	0	18	2	40	1	0	2	0
21	8	0	12	0	41	1	0	0	0
22	9	0	8	0	43	1	0	0	0
23	6	0	7	1	44	0	0	1	0
24	7	0	6	1	45	1	0	1	0
25	5	1	8	0	47	1	0	1	0
26	1	0	4	0	49	1	0	0	0
27	5	0	3	0	51	0	0	1	0
28	3	0	7	0	53	0	0	1	0
29	1	0	2	0	55	1	0	0	0
30	2	0	1	0	56	1	0	0	0
31	2	0	1	0	62	0	0	1	0
32	3	0	1	0	65	1	0	0	0
33	0	0	2	0					
						103	3	123	4

TABLE NO. 10
OCCUPATIONS OF INMATES
Received During Two Year Period
N.D. State Farm

Occupation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Butcher	1	0	0	0

TABLE NO. 10 CONT'D

Occupation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Carpenter	9	0	5	0
Cashier	1	0	0	0
Construction	7	0	7	0
Cook	1	0	1	0
Electrician	2	0	1	0
Engineer	1	0	0	0
Farmer	10	0	8	0
Heavy Equipment Operator	1	0	0	0
Housewife	0	0	0	2
Laborer	40	0	60	1
Lineman	0	0	1	0
Maid	0	1	0	0
Manager	0	0	1	0
Mechanic	6	0	6	0
None	4	0	3	0
Nurse	0	1	0	0
Nurse's Aide	0	0	0	1
Oilfield Worker	5	0	8	0
Plumber	2	0	3	0
Rancher	1	0	1	0
Sales	2	0	3	0
Seamstress	0	1	0	0
Seismographer	2	0	0	0
Student	1	0	5	0
Surveyor	1	0	0	0
Truck Driver	3	0	6	0
Welder	4	0	2	0
	104	3	122	4

Note: Number of occupations exceed number of inmates as some inmates list more than one occupation.

TABLE NO. 11
NATIVITY OF INMATES
Received During Two Year Period
N.D. State Farm

State or Nation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Arizona	0	0	1	0
California	3	0	1	0
Colorado	0	0	3	0
Georgia	1	0	0	0
Hawaii	1	0	0	0

TABLE NO. 11 CONT'D

State or Nation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Idaho	1	0	0	0
Illinois	1	0	2	0
Indiana	2	0	1	0
Maryland	1	0	0	0
Massachusetts	1	0	0	0
Michigan	1	0	2	0
Minnesota	11	0	12	1
Mississippi	0	0	2	0
Missouri	0	0	3	0
Montana	3	1	2	0
New Jersey	2	0	0	0
New Mexico	0	0	1	0
New York	3	0	0	0
North Carolina	0	0	1	0
North Dakota	59	1	40	3
Ohio	1	0	1	0
Oregon	1	0	2	0
South Dakota	1	0	2	0
Texas	1	0	2	0
Utah	2	0	0	0
Washington	3	0	2	0
Wisconsin	1	0	3	0
Wyoming	1	0	1	0
Canada	0	1	0	0
Cuba	0	0	1	0
Germany	1	0	0	0
Phillipines	1	0	0	0
	103	3	122	4

TABLE NO. 12
PREVIOUS FELONY CONVICTIONS OF INMATES
Received During Two Year Period
N.D. State Farm

Previous Convictions	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
No Previous Convictions	93	3	110	4
One Previous Conviction	6	0	9	0
Two Previous Convictions	0	0	3	0
Four Previous Convictions	1	0	0	0
Five Previous Convictions	1	0	0	0
Six Previous Convictions	2	0	0	0
	103	3	122	4

TABLE NO. 13
RELIGION OF INMATES
Received During Two Year Period
N.D. State Farm

Religion/Denomination	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Agnostic	0	0	1	0
Assembly of God	1	0	0	0
Bakonist	0	0	1	0
Baptist	5	1	7	0
Catholic	50	1	36	2
Christian	0	0	3	0
Congregational	1	0	1	0
Episcopalian	0	0	1	0
Lutheran	23	0	45	2
Methodist	4	0	6	0
Mormon	2	0	2	0
Moslem	1	0	0	0
Native American	0	0	1	0
Presbyterian	0	0	6	0
Protestant	7	0	3	0
Seventh Day Adventist	1	0	1	0
United Church of Canada	0	1	0	0
None	8	0	8	0
	103	3	122	4

TABLE NO. 14
RESIDENCE OF INMATES
Received During Two Year Period
N.D. State Farm

State or Nation	Ending 6-30-82 Male	Female	Ending 6-30-83 Male	Female
Arizona	1	0	0	0
Florida	2	0	0	0
Georgia	0	0	1	0
Iowa	1	0	1	0
Idaho	1	0	0	0
Minnesota	4	0	12	1
Mississippi	0	0	1	0
Montana	1	0	3	0
Nevada	0	0	1	0
North Dakota	88	3	98	3
Oklahoma	0	0	1	0
South Dakota	1	0	2	0
Texas	2	0	2	0
Wisconsin	1	0	1	0
Wyoming	1	0	0	0
	103	3	122	4

TABLE NO. 15
CITIZENSHIP OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Citizens of United States	102	3	121	4
Not Citizens of United States	1	0	1	0
	103	3	122	4

TABLE NO. 16
RACE AND SEX OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
Race and Sex	Male	Female	Male	Female
Caucasian	86	2	107	4
Indian	15	1	13	0
Negro	1	0	2	0
Asian	1	0	0	0
	102	3	122	4

TABLE NO. 17
MARITAL STATUS OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
Marital Status	Male	Female	Male	Female
Single	76	0	80	1
Married	7	1	22	1
Separated	3	1	5	0
Divorced	17	1	15	2
	103	3	122	4

TABLE NO. 18
EMPLOYMENT STATUS OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
	Male	Female	Male	Female
Employment at time of arrest	58	3	52	3
Unemployment at time of arrest	45	0	70	1
	103	3	122	4

TABLE NO. 19
EDUCATION OF INMATES
Received During Two Year Period
N.D. State Farm

	Ending 6-30-82		Ending 6-30-83	
Education	Male	Female	Male	Female
2 years	1	0	0	0
3 years	0	0	1	0
4 years	0	0	1	0
6 years	2	0	1	0
7 years	0	1	1	0
8 years	13	0	10	1
9 years	11	0	3	0
10 years	9	0	13	0
11 years	9	0	22	1
12 years	30	1	37	1
GED	20	0	15	1
13 years	3	0	7	0
14 years	2	0	4	0
15 years	2	0	4	0
16 years	1	1	3	0
	103	3	122	4

PROFILE OF A TYPICAL STATE FARM INMATE

July 1, 1981 - June 30, 1983

THE TYPICAL INMATE:

is white (85%) Indian (12%)

is male (99%) female (1%)

is currently 20 years old (average) Median 22 years
Mode 20 years

was convicted of theft of property (17%)
burglary (10%)
DWI (11%)

was sentenced in Cass (11%)
Grand Forks (6%)
Williams (5%)
Stutsman (5%)
Stark (4%)
Morton (3%)

was born in North Dakota (60%) and had residence in North Dakota (87%)

is serving a sentence of 1 year (67%)
6 months (14%)

has worked primarily as a laborer (44%)
farmer (8%)
carpenter (6%)
oil field (5%)

has had no previous convictions (90%)

is of Catholic (38%) or Lutheran (30%) denomination

is single (69%)

was unemployed at the time of his arrest (45%)

has had 12 years of education (29%)
11 years of education (14%)
10 years of education (9%)
9 years of education (6%)
8 years of education (10%)

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1982

8145	Care & Treatment	$ 177,438.25
8750	Sale of Meals	11,985.75
8890	Indirect Cost Reimbursement	218,568.94
8889	Miscellaneous	22,832.99
	Total Revenue	$ 430,825.93
1000	Salaries and Wages	$1,901,622.58
1080	Temporary Salaries	23,867.80
1090	Overtime	55,538.25
1095	Paid Annual Leave	4,336.17
1820	Oasis	1,219.23
1830	Social Security	133,208.74
1840	Hospital Insurance	116,922.58
1850	Workmen's Compensation Premiums	24,920.86
1870	Unemployment Insurance	7,774.31
1880	State Retirement Contribution	94,528.42
	Total Salaries	$2,363,938.94
2110	In-State Meals	$ 582.50
2111	Out-of-State Meals	736.75
2115	In-State Lodging	301.18
2116	Out-of-State Lodging	363.66
2120	In-State Mileage	392.50
2122	Air Transportation In-State	55.25
2123	Air Transportation Out-of-State	1,888.40
2125	Other Commercial Transportation	135.82
2150	Miscellaneous Travel	593.54
2160	Travel-Non Employees	2,990.99
2185	Patient & Inmate Allowance	72,236.21
2210	Water & Garbage	22,911.52
2220	Natural Gas	111,946.16
2230	Electricity	52,027.13
2399	Rentals	12,534.71
2410	Postage & P.O. Box Rental	4,751.06
2420	Telephone	2,859.75
2510	Repair Equipment	998.24
2525	Service Contracts	1,925.00
2599	Repairs Not Classified	846.14
2610	Accountants	500.00
2611	Medical-Including Hospital	85,515.80
2615	Architects	20,300.00
2680	Instructors	36,705.05
2699	Professionals Not Classified	46,152.56
2799	Insurances	10,296.81
2911	Advertising Services	315.04
2914	Licenses - Taxes	150.15
2916	Freight & Express	4,601.02
2918	Extermination Services	1,655.16

2920	Indirect Costs	208.76
2931	Inmate & Patient Release	325.25
2975	Tuition Fees	33,177.60
2976	Stipends	23,971.12
2999	Miscellaneous Fees	1,620.79
	Total Fees	$ 556,571.62
3050	Office Supplies	$ 14,921.94
3200	Printing	5,067.34
3210	Books	7,115.06
3215	Periodicals & Subscriptions	2,538.65
3225	Educational Supplies	708.60
3260	Photo-Micro Films	437.20
3300	Food Supplies	262,988.01
3350	Dry Goods	60,596.43
3355	Uniforms	1,296.40
3400	Lab Supplies	11,749.04
3420	Medicine & Drugs	8,367.17
3430	Optical Supplies	2,945.34
3435	Other Surgical & Medical Supplies	662.26
3460	Dishes	1,518.80
3470	Laundry Supplies	7,374.51
3475	Janitorial	27,657.78
3500	Seeds-Trees-Shrubs	1,677.16
3550	Hardware & Bldg. Supplies	11,822.77
3555	Expendable Tools	7,118.96
3560	Paint	3,160.02
3565	Other Bldg. & Equip.Supplies	3,009.81
3570	Plumbing	3,876.24
3575	Electrical	7,120.41
3580	Boiler	6,745.37
3585	Equipment Repair Parts	19,270.40
3600	Heating	8,262.27
3605	Other Petro. & Fuel	8,912.25
3715	Ammunition & Explosives	1,242.27
3720	Supplies Not Classified	25,417.16
3725	Recreational Supplies	5,747.00
3730	Audio Visuals	1,653.97
3750	Metals, Lumber, and Cement	5,006.08
3800	Fuel & Oil - Vehicle	32,098.21
3807	Repair Parts - Radio	1,427.75
	Total Supplies	$ 569,512.63
4100	Shop Equipment	$ 1,563.60
4110	Radio Equipment	23,004.00
4150	Equipment Under $100	133.27
4160	Office Machines	8,574.24
4170	Furniture & Furnishings	44,780.85
4180	Motor Vehicles	6,483.34
4190	Machinery & Other Equipment	19,264.93
	Total Equipment	$ 103,804.23
5201	Major Improvements	$ 2,282,392.46
7701	Federal Staff Training	$ 10,235.47

NORTH DAKOTA STATE PENITENTIARY

REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1983

8145	Care & Treatment	$ 197,456.79
8750	Sale of Meals	7,911.25
8890	Indirect Cost Reimbursement	-0-
8889	Miscellaneous	89,925.61
	Total Revenue	$ 295,293.65
1000	Salaries & Wages	$ 2,310,275.06
1080	Temporary Salaries	83,989.57
1090	Overtime	98,061.53
1095	Paid Annual Leave	14,261.30
1820	Oasis	-0-
1830	Social Security	167,709.01
1840	Hospital Insurance	138,279.39
1850	Workmen's Comp. Premiums	23,645.34
1870	Unemployment Insurance	8,657.09
1880	State Retirement Contribution	116,136.26
	Total Salaries	$ 2,961,014.55
2110	In-State Meals	$ 390.00
2111	Out-of-State Meals	515.50
2115	In-State Lodging	227.31
2116	Out-of-State Lodging	886.05
2120	In-State Milege	100.00
2122	Air Trans. In-State	100.00
2123	Air Trans. Out-of-State	1,205.00
2125	Other Commercial Transportation	40.00
2150	Miscellaneous Travel	129.20
2160	Travel Non-Employees	2,580.54
2185	Patient & Inmate Allowance	77,610.79
2210	Water & Garbage	35,753.00
2220	Natural Gas	179,007.04
2230	Electricity	86,611.03
2399	Rentals	7,723.31
2410	Postage & P.O. Box Rental	4,682.21
2420	Telephone	4,170.42
2510	Repair Equipment	1,651.03
2520	Service Contracts & Fees	21,921.33
2599	Repairs Not Classified	1,423.72
2610	Accountants	1,019.14
2611	Medical-Including Hospital	90,802.76
2615	Architects	-0-
2680	Instructors	57,341.80
2699	Professionals Not Classified	33,112.39
2799	Insurances	19,218.09
2911	Advertising services	579.84
2914	Licenses-Taxes	214.50
2916	Freight & Express	13,192.97
2918	Extermination Services	1,932.94

2920	Indirect Costs	-0-
2931	Inmate & Patient Release	1,166.71
2975	Tuition Fees	8,645.50
2976	Stipends	31,570.22
2999	Miscellaneous Fees	27,595.63
	Total Fees	$ 713,119.97

3050	Office Supplies	$ 24,276.49
3200	Printing	4,215.08
3210	Books	4,861.94
3215	Periodicals & Subscriptions	4,449.72
3225	Educational Supplies	1,220.10
3260	Photo-Micro Films	1,307.13
3300	Food Supplies	317,341.74
3350	Dry Goods	74,751.30
3355	Uniforms	9,440.73
3400	Lab Supplies	5,477.53
3420	Medicine & Drugs	20,604.50
3430	Optical Supplies	1,270.45
3435	Other Surgical & Medical Supplies	353.08
3460	Dishes	4,768.13
3470	Laundry Supplies	9,019.55
3475	Janitorial	26,327.51
3500	Seeds-Trees-Shrubs	1,232.17
3550	Hardware & Bldg. Supplies	8,198.84
3555	Expendable Tools	5,078.92
3560	Paint	3,902.59
3565	Other Bldg. & Equip. Supplies	14,345.45
3570	Plumbing	10,297.51
3575	Electrical	14,465.19
3580	Boiler	11,816.77
3585	Equipment Repair Parts	22,972.71
3600	Heating	10,663.71
3605	Other Petro & Fuel	12,533.57
3715	Ammunition & Explosives	1,549.80
3720	Supplies Not Classified	33,277.34
3725	Recreational Supplies	6,251.99
3730	Audio Visuals	1,742.33
3750	Metals, Lumber and Cement	38,140.34
3800	Fuel & Oil - Vehicle	25,700.38
3807	Repair Parts - Radio	704.55
	Total Supplies	$ 731,559.94

4100	Shop Equipment	$ 8,184.18
4110	Radio Equipment	-0-
4150	Equipment Under $100	383.59
4160	Office Machines	8,150.48
4170	Furniture & Furnishings	43,771.19
4180	Motor Vehicles	8,402.37
4190	Machinery & Other Equipment	24,351.12
	Total Equipment	$ 93,242.93

5201	Major Improvements	$ 5,339,602.45
5221	Emergency Clause Capital Improvements	$ 8,284.29
7701	Federal Staff Training	$ 18,664.00

NORTH DAKOTA STATE PENITENTIARY

COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ended June 30, 1982 & 1983

	1982	1983
INMATE FUNDS - TRUSTS & AGENCY		
Beginning Balances:		
Inmate Personal	$ 16,502.08 *1	$ 30,281.16 *4
Inmate Temporary Aid	13,334.70 *2	14,533.22 *5
Cable	1,488.40	2,903.40
Commissary	15,895.70 *3	19,061.29
Room & Board	-0-	-0-
Support & Restitution	-0-	-0-
Postage	-0-	-0-
Balance as of June 30, 1982	$ 47,220.88	
Balance as of June 30, 1983		$ 66,779.07
ADDITIONS:		
Inmate Personal	$450,638.20	$564,122.38
Inmate Temporary Aid	24,753.44	32,267.52
Cable	5,720.00	6,270.00
Commissary	235,924.86	278,343.25
Room & Board	2,805.77	3,214.11
Support & Resitution	250.35	2,928.50
Postage	4,036.57	4,187.44
Total Additions	$724,129.19	$891,333.20
Total Funds Available	$771,350.07	$958,112.27
DEDUCTIONS:		
Inmate Personal	$436,859.12	$531,286.11
Inmate Temporary Aid	23,554.92	29,147.95
Cable	4,305.00	4,444.00
Commissary	232,759.27	284,854.21
Room & Board	2,805.77	3,214.11
Support & Restitution	250.35	2,928.50
Postage	4,036.57	4,187.44
Total Deductions	$704,571.00	$860,062.32
Balance as of June 30, 1982	$ 66,779.07	
Balance as of June 30, 1983		$ 98,049.95

NORTH DAKOTA STATE PENITENTIARY

COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ended June 30, 1982 & 1983

Balances consist of:		
Inmate Personal	$ 30,281.16 *4	$ 63,117.43 *7
Inmate Temporary Aid	14,533.22 *5	17,652.79 *8*9
Cable	2,903.40	4,729.40
Commissary	19,061.29	12,550.33
Room and Board	-0-	-0- *9
Support and Restitution	-0-	-0-
Postage	-0-	-0-
Total	$ 66,779.07	$ 98,049.95

*1 Includes Accounts Receivable of	$ 23,985.10
*2 Includes Accounts Receivable of	4,125.64
*3 Includes Accounts Receivable of	170.99
*4 Includes Accounts Receivable of	727.73
*5 Includes Accounts Receivable of	6.47
*6 Includes Accounts Receivable of	(47.40)
(see error correction in 7/82)	
*7 Includes Accounts Receivable of	22,073.09
*8 Includes Accounts Receivable of	2,906.87
*9 Includes Accounts Receivable of	588.22

BIENNIAL REPORT

July 1, 1981 - June 30, 1983

ROUGH

RIDER

INDUSTRIES

Rough Rider Industries
North Dakota State Penitentiary
P. O. Box 1497
Bismarck, North Dakota 58502

To provide inmates a realistic work experience in a business-like enviroment which stresses the same types of performance standards and rewards used for workers in the outside world.

Rough Rider Industries must be seif-supporting, generate sufficient revenues from the sale of products and services to meet the costs of operation; ie., staff and inmate wages, raw materials, business costs.

This provides the most significant operation that the North Dakota State Penitentiary and the North Dakota State Farm can offer for inmates to experience real world experiences, situations and failures.

This work program is designed to develop work attitudes so that they will be retained when an inmate is released to society and will be capable of obtaining and holding employment.

ROUGH RIDER INDUSTRIES

INDUSTRIAL OPERATIONS

FACTORY/OPERATION	PRODUCTS & SERVICES PROVIDED	AVERAGE NUMBER OF INMATES EMPLOYED	MAJOR CUSTOMERS
SIGN	All standard traffic control signing, decals, special signs, and sign blanks	10	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
HARDWOOD PRODUCTS	Assorted hardwood furniture items for office & institutional uses plus specially-built items as per customer requests.	23	State of North Dakota Municipalities Counties Federal Government Other States Charitable, Non-Profit Wholesale Trade
FIBERESIN PRODUCTS	Fiberesin furniture items for office & institutional uses plus specially-built items as per customer requests	14	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
UPHOLSTERED PRODUCT	Upholstered furniture items for office & institutional uses plus specially-built items as per customer requests, and specially-built welded products	12	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade

INDUSTRIAL OPERATIONS - continued

FACTORY/OPERATION	PRODUCTS & SERVICES PROVIDED	AVERAGE NUMBER OF INMATES EMPLOYED	MAJOR CUSTOMERS
JANITORIAL/CHEMICAL PRODUCTS	Manufacturing all types of laundry and janitorial products	6	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
BEEF OPERATION	Produces beef for sale to the open market	3	Open Market
DAIRY OPERATION	Produces milk for utilization at the State Penitentiary as well as for sale on the open market	6	State Penitentiary Open Market
SWINE OPERATION	Produces pork for sale to the open market	7	Open Market
FIELD CROPS	Primary support operation for the beef, dairy, and swine operation	4	Rough Rider Industries
METAL PRODUCTS	Primary support activity for all other Rough Rider Industries. Produces small agricultural equipment items & other custom built items	14	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade

INDUSTRIAL OPERATIONS - continued

FACTORY/OPERATION	PRODUCTS & SERVICES PROVIDED	AVERAGE NUMBER OF INMATES EMPLOYED	MAJOR CUSTOMERS
INDUSTRIAL HEADQUARTERS	Primary support activity for all other Rough Rider Industries enities. Provide transportation, sales & administrative support.	5	Rough Rider Industries
ND STATE INDUSTRIAL SCHOOL INDUSTRIES	Primary services type activities such as, small component assembly, cutting firewood, park clean-up & renovation.	20	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade
MAN-POWER SERVICES	Primary services type activities such as, small component assembly, cutting firewood, park clean-up & renovation.	10	State of North Dakota Counties Municipalities Federal Government Other States Charitable, Non-Profit Wholesale Trade

ROUGH RIDER INDUSTRIES

OPERATING FUND/EXPENDITURES FOR BIENNIUM ENDING JUNE 30, 1983

1000	Salaries & Wages	$548,261.39
1080	Temporary Salaries	28,553.41
1090	Overtime	20,047.57
1095	Paid Annual Leave	4,471.29
1820	Oasis Assessment	110.81
1830	Social Security	40,345.42
1840	Hospital Insurance	22,514.69
1850	Workmen's Compensation Premiums	6,712.19
1870	Unemployment Insurance	1,903.76
1880	State RET Contribution	25,796.15
2110	In State Meals	3,331.55
2111	Out of State Meals	2,958.75
2115	In State Lodging	1,673.57
2116	Out of State Lodging	1,282.77
2120	In State Mileage	99.00
2121	Out of State Mileage	90.72
2122	Air Transportation - In State	410.00
2125	Other Com. Transportation - Out of State	15.00
2150	Miscellaneous Travel	280.45
2160	Travel - Non Employees	795.60
2185	Patient & Inmate Allow	276,204.31
2210	Water & Garbage	68.00
2230	Electricity	16,350.14
2250	Utility Pay - Director of Institutions	73.08
2300	Lease - Rentals	2,593.44
2310	Rent of Equipment - Inc. Films	19,841.41
2370	Rent of Land	39,382.98
2399	Rents Not Classified	421.40
2400	Mailing Services	197.01
2410	Postage & PO Box Rental	1,639.63
2420	Telephone & Telegraph	114.56
2430	Telephone to Director of Institutions	8,130.18
2505	Repair Equipment & Automobiles	801.57
2510	Repair Equipment - Other	1,167.45
2525	Miscellaneous Contractual Fees	1,135.12
2560	Repair Buildings & Grounds	0.00
2599	Repairs Not Classified	5,878.49
2613	Audit	3,147.86
2621	Veterinary	5,209.45
2699	Professionals Not Classified	23,454.95
2720	Property	7,448.12
2730	Liability	4,443.35
2799	Other Insurance	7,402.48
2900	Grant Refunds - F&S	15.00
2911	Radio, TV, Newspaper Services	146.25
2914	Licenses, Taxes	791.76
2915	Dues & Memberships	792.00
2916	Freight & Express	36,475.13
2920	Indirect Costs - F&S	682.50
2975	Tuition Fees	195.20
2999	Other Miscellaneous Fees	15,202.61
3050	Office Supplies	7,972.41

ROUGH RIDER INDUSTRIES

OPERATING FUND/EXPENDITURES FOR BIENNIUM ENDING JUNE 30, 1983

3105	Data Processing, Sup-Miscellaneous	$ 327.17
3150	Central Supply	631.69
3165	License & Tags	3.00
3200	Printing, From Cen. Repro.	1,224.82
3205	Printing, Not Cen. Repro.	62.37
3210	Books	92.00
3215	Periodicals & Subscriptions	794.00
3260	Photography Supplies	76.75
3350	Dry Goods	1,212.94
3352	Clothing	37.00
3355	Uniforms	55.96
3400	Lab Supplies	53.38
3410	Veterinary Supplies	12,807.79
3420	Medicine & Drugs	22.75
3430	Optical Supplies	191.20
3460	Dishes, Glassware, China	45.06
3465	Silverware & Utensils	200.32
3470	Laundry Supplies	2.40
3475	Janitorial	3,274.45
3500	Seed, Feed, Forage, Fertilizer	84,950.16
3505	Trees, Shrubs, Etc.	16.50
3550	Hardware & Building Supplies	4,136.40
3555	Expendable Tools	36,473.73
3560	Paint	909.14
3565	Other Building & Equipment Supplies	8,858.72
3570	Plumbing	1,393.78
3575	Electrical	5,829.79
3585	Equipment Repair Parts	66,005.43
3605	Other Petroleum & Fuel Products	212.55
3650	Traffic Service Supplies	21.68
3700	Film	187.40
3705	Advertising & Promotional Supplies	10.00
3715	Ammunition & Explosives	4.15
3720	Supplies Not Classified	46,380.42
3725	Recreational Supplies	50.00
3730	Audio & Visuals	199.00
3750	Metals, Lumber & Cement	399,229.66
3755	Refl. & Mkt. Material	275,734.65
3760	Miscellaneous Manufacturing Supplies	589,199.16
3765	Miscellaneous Supplies	106.90
3800	Fuel & Oil for Vehicles	89,065.42
3803	Tires for Vehicles	1,942.43
3805	Repair Parts for Vehicles	68.25
3964	Chemicals	39,568.62
4100	Shop Equipment	6,613.30
4150	Equipment Under $100.00	391.68
4160	Office Machines	4,593.11
4170	Furniture & Furnishings	619.90
4180	Motor Vehicles	43,127.25
4190	Machinery & Other Equipment	30,054.09
4200	Livestock	37,914.18

ROUGH RIDER INDUSTRIES

1981-1983 BIENNIUM INVENTORY RECAP

CHEMICAL PRODUCTS	
6/30/81	$78,271.84
6/30/83	71,001.19
Loss	$ 7,270.65
SIGN SHOP	
6/30/81	$116,703.87
6/30/83	111,253.77
Loss	$ 5,450.10
BEEF OPERATION	
6/30/81	$236,127.50
6/30/83	224,970.32
Loss	$ 11,157.18
SWINE OPERATION	
6/30/81	$ 13,700.00
6/30/83	105,098.72
Gain	$ 91,398.72
DAIRY OPERATION	
6/30/81	$70,779.50
6/30/83	121,283.42
Gain	$50,503.92
HARDWOOD OPERATION	
6/30/81	$23,284.91
6/30/83	46,825.91
Gain	$23,541.00
FIBERESIN OPERATION	
6/30/81	$32,492.41
6/30/83	37,028.38
Gain	$ 4,535.97
UPHOLSTERY OPERATION	
6/30/81	$18,681.74
6/30/83	33,697.66
Gain	$15,015.92
METAL OPERATION	
6/30/81	$ -0-
6/30/83	32,119.69
Gain	$32,119.69
NET INVENTORY GAIN	$193,237.29

ROUGH RIDER INDUSTRIES

Construction Project Expenditures From General Account

Listed below is a summarization of the funds expended by Rough Rider Industries for the major Penitentiary Renovation Project.

These funds were expended from the Rough Rider Industries General Operating Account.

Permanent Full-time Employee Salaries	$104,088.22
Inmate Employee Salaries	33,203.05
Rental Equipment, Supplies and Professional Services	49,373.69
Materials removed from Operating Stock	40,080.00
Total	$226,744.96
Paid from Construction Funds	18,360.66
Balance	$208,384.30

ROUGH RIDER INDUSTRIES

1981-1983 BIENNIUM FISCAL RECAP BY COST CENTER

CHEMICAL PRODUCTS

Revenue	$186,314.07
Expenditures	286,577.85
	(100,263.78)
	4,559.42
Total	($104,823.20)
Inventory Loss	(7,270.65)
Total	($112,093.85)

SIGN SHOP

Revenue	$588,107.50
Expenditures	568,196.82
	19,910.68
	25,723.44
Total	($ -5,812.76)
Inventory Loss	(5,450.10)
Total	($ 11,262.86)

BEEF OPERATION

** Revenue	$260,162.36
Expenditures	260,330.65
	($ 168.29)
	316.67
Total	($ 484.96)
Inventory Loss	(11,157.18)
Total	($ 11,642.14)

DAIRY OPERATION

Revenue	$241,096.32
Expenditures	176,733.10
	$ 64,363.22
	11,113.87
Total	$ 53,249.35
Inventory Gain	50,503.92
Total	$103,753.27

SWINE OPERATION

Revenue	$ 95,983.38
Expenditures	191,215.28
	($ 95,231.90)
	1,751.15
Total	($ 96,983.05)
Inventory Gain	91,398.72
Total	($ 5,584.33)

INDUSTRIAL SCHOOL OPERATION

Revenue	$ 2,732.47
Expenditures	1,608.64
Total	$ 1,123.83

HARDWOOD OPERATIONS

Revenue	$666,460.47
Expenditures	581,528.04
	84,932.43
	10,078.93
	$ 74,853.50
Inventory Gain	23,541.00
Total	$ 98,394.50

FIBERESIN OPERATION

Revenue	$516,715.63
Expenditures	437,593.00
	79,122.63
	24,350.94
Total	$ 54,771.69
Inventory Gain	4,535.97
Total	$ 59,307.66

UPHOLSTERY OPERATION

Revenue	$313,661.72
Expenditures	358,504.05
	($ 44,842.33)
	4,936.26
Total	($ 49,778.59)
Inventory Gain	15,015.92
Total	($ 34,762.67)

MANPOWER OPERATION

Revenue	$ 38,556.88
Expenditures	3,108.64
	$ 35,448.24
	334.37
Total	35,113.87

METAL OPERATION

Revenue	$ 8,814.60
Expenditures	48,701.52
	($ 39,886.92)
	9,670.15
Total	($ 49,557.07)
Inventory Gain	32,119.69
Total	($ 17,437.38)

** This figure includes approximately $75,000.00 for the sale of yearling calves and replacement heifers. These sales were one-time sales and should not be used for future planning. A true revenue picture at present prices would be approximately $130,000.00 with expenditures being approximately $221,330.65, leaving a deficit of $91,330.65 at the end of the 1983-1985 Biennium. Expenditures for 1983-1985 were lowered due to the discontinuance of land rental.

ROUGH RIDER INDUSTRIES

DEPARTMENT 520

Total Revenues	$2,918,605.40
Total Expenditures	3,006,932.70
	($ 88,327.39)
Inventory Gain	193,237.29
Net Gain	$ 104,909.90
Adjusted by Construction Project Expenditures	208,384.30
Loss after Construction Project Expenditures	($ 103,474.40)

General Fund Appropriations - Capitol Improvements $2,554,938.52

RESOURCES AVAILABLE FROM THE PENITENTIARY AND STATE FARM

Information about the North Dakota State Penitentiary and State Farm can be obtained by writing to these institutions at Box 1497, Bismarck, N.D., 58502.

We have the following publications which may be provided to the public on a very limited basis as giveaways or loans:

1. Biennial Report
2. Inmate Handbook
3. Official Rules and Regulations
4. Officers Handbook

STATE OF NORTH DAKOTA

RADIO COMMUNICATIONS DEPARTMENT

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

STATE OF NORTH DAKOTA

RADIO COMMUNICATIONS DEPARTMENT

Area Code 701-224-2121
Box 1817
BISMARCK, NORTH DAKOTA 58505

N.C.I.C. RADIO L.E.T.S.

ALTON L. LICK
Director of Institutions

LYLE V. GALLAGHER
Director of Communications

JAMES D. LUEDER
Deputy Comm. Director

WESLEY G. HENDRICKSON
Administrative Officer

RICK HESSINGER
Business Manager

COLLEEN ANDERSON
Secretary

ALLEN I. OLSON
Governor

NORTH DAKOTA RADIO COMMUNICATIONS DEPARTMENT
BOX 1817
BISMARCK, NORTH DAKOTA 58505

Mr. Alton L. Lick
Director of Institutions
State Capitol
Bismarck, North Dakota 58505

Mr. Lick:

I herewith submit to you the biennial report of the North Dakota State Radio Communications Department from the period beginning July 1, 1981 thru June 30, 1983.

Respectfully submitted,

Lyle V. Gallagher
Director

STATE OF NORTH DAKOTA
RADIO COMMUNICATIONS DEPARTMENT
Area Code 701-224-2121
Box 1817
BISMARCK, NORTH DAKOTA 58505
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Governor

November 28, 1983

Mr. Al Lick
Director of Institutions
State Capitol
Bismarck, N.Dak. 58505

Mr. Lick:

The 1981-83 biennium was a time when all the State Radio staff had to work together as a team to accomplish all goals and objectives for the biennium and reduce expenditures at the same time. It was not an easy biennium, we had to work hard and make some sacrifices, but we were able to complete almost all of our goals and objectives and still reduce our expenditures.

Our number one goal was to reduce expenditures as much as possible to help improve the financial condition of the State. Even after several budget cuts, we were able to return over $32,000 to the General Fund.

Our second and most important accomplishment was the addition of six dispatchers in the Communications Center, which opened up our fifth radio console for 24 hour a day operation and provided all State Radio System users with better service than ever before, reduced our overtime costs, and provided our employees with much improved working conditions.

Our third accomplishment was the upgrade of our two teletype networks, the LETS and WRITTEN network. In spite of the budget crunch, we were able to upgrade the networks and still save the State thousands of dollars at the same time.

When I look back at the 1981-83 biennium, I feel that we learned more in that biennium than in all the others put together. I am proud of our staff and the excellent job they did in making the biennium a success and would also personally like to thank you and your staff for the support you gave us throughout the entire biennium.

Respectfully,

Lyle V. Gallagher
Director

LVG/ca

I N D E X

	PAGE(S)
STATUTORY RESPONSIBILITIES	172
STATE RADIO MAJOR GOALS & OBJECTIVES / 81-83	173
STATE RADIO ACCOMPLISHMENTS / 81-83	175
81-83 BIENNIAL STAT'S	179
INFORMATION RELEASED	182
OPTIONAL PROGRAMMABLE SCAN	183
FREQ. COORDINATION & SPECTRUM MANAGEMENT	184
SYSTEM MAINTENANCE	186
RADIO MAINTENANCE COSTS / 81-83	187
RADIO OUTAGES	188
TELETYPE & DATA SYSTEMS	189
TELETYPE OUTAGES	192
NCIC (NATIONAL CRIME INFORMATION CENTER)	193
FINANCIAL REPORT / 81-83	201
DISASTER EMERGENCY COMMUNICATIONS OPERATIONS	205
MAJOR GOALS & OBJECTIVES / 83-85	208

STATUTORY RESPONSIBILITIES:

Under 54-23A and 54 23 1 the State Radio Communications Departments statutory responsibilities are extremely heavy. The Department is responsible for the statewide coordination, direction, control, development and implementation of modern systems of communications as well as the operation and maintenance of such systems.

54 23 1.04 - Develop a broad law enforcement communications system utilizing teletypewriter service to every sheriff's office, highway patrol headquarters and district offices, State Crime Bureau, State Radio system and other agencies related to crime control and criminal apprehension.

54-23 1.02 - Responsible for the coordination, direction, control, operation, maintenance, development and implementation of modern systems of communications.

Establish and operate an emergency assistance system so stranded North Dakota motorists and other persons facing emergencies can obtain assistance without delay.

Improve present emergency and disaster communications facilities by interconnecting the system.

STATE RADIO'S MAJOR GOALS AND OBJECTIVES FOR THE 1981-83 BIENNIUM:

OPERATIONS:	COMPLETED YES	COMPLETED NO	PENDING 83-85 BIENNIUM
1) Complete upgrade of the North Dakota LETS including:			
A. Installation program	X		
B. Design a billing program	X		
C. Secure and implement maintenance plan	X		
2) Install new floor tile in Communications Center.	X		
3) Install individual console lighting in Communications Center.	X		
4) Install time-out timers on all Channel 2 repeater stations.	X		
5) Work with NW Bell to resolve audio loss problem on telephones in Communications Center.	X		
6) Remount the close circuit TV security cameras.			X
7) Work with the Highway Department on designing a better road and weather reporting system.	X		
8) Continue to work very hard to reduce maintenance costs, overtime costs and at the same time, work harder at increasing the overall productivity of all department employees.	X		
9) Work with the Director of Institution's Office to comply with all directives from the Governor's Office	X		
10) Re-evaluate all programs presently in use in the HOST computer to see if any changes are needed in any of the programs and to insure that all are working properly.	X		
11) Meet with Supervisors to get their ideas and concerns regarding the operations of State Radio to create a better, faster, and more efficient operation.	X		
TRAINING & EDUCATION:			
1) Produce a State Radio Policies Manual.	X		
2) Provide an updated State Radio Users Guide			X
3) Provide all the training of the users with the Model 43 teletype terminals and ensure users are familiar with and capable on the new LETS equipment.	X		

STATE RADIO'S MAJOR GOALS AND OBJECTIVES FOR THE 1981-83 BIENNIUM:

	COMPLETED		PENDING 83-85
	YES	NO	BIENNIUM
TRAINING & EDUCATION COND'T:			
4) Continue with training programs for the departments employees.	X		
5) Maintain current work schedule and present staffing.	X		
FINANCIAL STATUS:			
1) To be in compliance with State Radio's 5% reduction in expenditure plan as mandated by Governor Olson.	X		
2) Provide fiscal planning and administration to insure objectives of State Radio are accomplished and funds are not only available, but also efficiently expended to render services in the most effective manner possible.	X		
3) Preparation of biennial budget.	X		

STATE RADIO'S ACCOMPLISHMENTS FOR THE 1981-83 BIENNIUM:

1) Mr. Lyle Gallagher, Director, was appointed to the Associated Public-Safety Communications Officers, Inc., National Telecommunications Management Committee and elected President of the N.D. Chapter of APCO.

2) Fifteen 5-watt portable radios purchased for the Communications Van.

3) Five console operational concept completed in the Communications Center.

4) Received a private mobile radio frequency (154.815) from the FCC for use by the State Game & Fish Department.

5) Hand held mikes were installed on all radio consoles in Communications Center.

6) All Channel 1 repeaters were installed with DTMF decode capability.

7) New replacement parts received for the supervisory signalling system.

8) Fire trucks being assigned permits on State Radio system on 155.475.

9) Implemented a six console operation.

10) Completed a statewide tone coded squelch plan for all counties in North Dakota for all local government communications systems.

11) Monitoring of tower lite status via digital tone.

12) FCC issued a single system license and call sign (KWI834) for all of State Radio's 70 base stations.

13) Installation of time-out timers on State Radio's Channel 2 repeaters.

14) Radio maintenance costs held down.

15) Upgrading of the North Dakota LETS.

16) Tele-Terminals was chosen to provide the terminals for the LETS upgrade.

17) NW Bell to upgrade all old I A modems to new 108 modems and remove old Model 33 machines. Also upgrade all lines and terminations to prepare for new LETS upgrade.

18) New WRITTEN network went on line.

19) Line upgrade between S/7 and HOST computer.

20) NLETS training program was developed for all users.

21) Teletype users trained in the use of the new Model 43 and 4430 terminals.

81-83 ACCOMPLISHMENTS COND't:

22) New teletype manual developed for all system users.

23) A improved maintenance contract was developed with Tele-Terminals.

24) Developed a NCIC Control Terminal Agency and Law Enforcement User Agreement so that State Radio can provide computerized criminal histories to North Dakota law enforcement.

25) State Radio was authorized six additional employees which have been hired.

26) A draft of work schedule policies was completed.

27) Overtime reduced due to new 12 hour schedule.

28) 12 hour shift continuing as is beneficial to the department and employee morale is very good.

29) 40 hour Communicator's Course implemented at the Law Enforcement Academy.

30) Upgrade of salary levels made to comply with state classification system.

31) Implementation of Employee Advisory Committee.

32) A new State Radio employee training information record developed.

33) Employee Advisory Committee developed employee evaluation form for use by the agency.

34) New 3276-2 IBM computer terminal installed for on-line entry.

35) Management/Supervisory training courses held for State Radio employees.

36) State Radio Policies Manual developed.

37) Grievance and complaint policies upgraded.

38) A plan was devised to reduce spending so that the 5% budget cut could be returned to the General Fund.

39) A new car was ordered that will replace the two old vehicles we now have.

40) All new Call Directors ordered for Communications Center.

41) 40-channel tape recorder heads installed.

42) Completed Williston Police Department's evaluation of their Communications Center and report submitted.

81-83 ACCOMPLISHMENTS COND'T:

43) Phonetic alphabet eliminated on routine 10-27 and 10-28 requests.

44) Drug Enforcement digital voice privacy system tested.

45) More cuts made in maintenance program to ensure 5% return.

46) Assisted the State of Montana with a new state radio system plan.

47) Assisted the Williston Police Department with specifications for their new radio consoles.

48) Sump pump installed in the communications cable vault to help eliminate the water problem in the Communications Center.

49) Disaster Emergency Services frequency and tone coded squelch plan completed.

50) A State Microwave Committee was started with Mr. Gallagher as Chairman. The Committee completed its work on N.D. communications systems.

51) Worked with the Highway Department to establish a better road/weather reporting system.

52) Designed a communications system for the Bismarck and St. Alexius Air Care Service.

53) A fourth emergency line was added to the telephone system to improve the operations in the Communications Center.

54) State Radio's newsletter sent to all law enforcement.

55) Tested a new Datascope Spectron Line Monitor for use on the ND LETS.

56) Assisted the BIA with frequency coordination problems and Canadian clearance for police frequencies.

57) Call Directors in Communications Center were repaired to eliminate audio loss problems.

58) Assisted federal, state, and local law enforcement agencies with the Medina incident. Our Emergency Communications Van was dispatched to Medina, Heaton, Jamestown, Ashley, and Gackle regarding this incident. Our staff worked many long hours and did an excellent job.

59) All tape recordings and records regarding the Medina incident were turned over to the FBI.

60) New individual console lighting installed in Communications Center.

61) New floor tiles replaced in Communications Center.

81-83 ACCOMPLISHMENTS COND'T:

62) Plans for upgrading the Director of Institutions radio system were completed.

63) Computerized district highway patrol incident report program was started.

64) Basic plans developed for upgrading the Grafton State School's radio system.

65) Tape recorders were modified to enhance overall operation of the State Radio System.

66) Console tags made for patch panel conversion upgrade.

67) A new State Radio permit application was designed.

68) A new APB policy developed to improve our broadcast procedures.

69) Developed an Officer Down SOP that will improve our operational procedures when an officer is shot or injured.

70) Our systems specifications manual was updated.

1981-83 BIENNIAL STAT'S:

MOBILE UNITS ASSIGNED DURING 81-83 BIENNIUM:

AGENCIES	INCREASED
Police Departments	26
Highway Patrol	5
Sheriff's Offices	34
Federal Units	44
Ambulance's	24
Game & Fish Dept.	15
Radio Services	10
Fire Units	100
Portable Units	2
Total System Growth	260

MOBILE UNIT INCREASE ON STATE RADIO SYSTEM:

YEAR	MOBILE UNITS
1974	904
1975	1,075
1976	1,099
1977	1,117
1978	1,391
1979	1,491
1980	1,526
1981	1,692
1982	1,748
1983	1,878

From 1974 (904 units) to 1983 (1,878 units) a 108% increase.

TOP TWELVE MOBILE USERS ON THE STATE RADIO SYSTEM:

UNIT	YEARLY RADIO SERVICE	AVERAGE PER MONTH
260	2,949	246
253	2,802	234
267	2,697	225
315	2,313	193
240	2,159	180
1833	2,108	176
314	1,960	163
4251	1,958	163
224	1,838	153
1800	1,702	142
264	1,681	140
319	1,636	136

1981-83 BIENNIAL STAT'S COND'T:

YEAR	COUNT	DAILY AVERAGE
TWO-WAY RADIO TRANSMISSIONS		
1981	1,243,284	3,406
1982	1,229,257	3,367
1983 (6 Mo.)	580,905	3,191
MOTOR VEHICLE REGISTRATIONS		
1981	39,797	109
1982	40,137	110
1983 (6 Mo.)	22,562	124
DRIVERS LICENSE INQUIRIES		
1981	19,523	53
1982	23,836	65
1983 (6 Mo.)	12,054	66
RADIO LOG ENTRIES		
1981	304,530	834
1982	309,427	848
1983 (6 Mo.)	155,597	855
STATE/NATIONAL TELETYPE MESSAGES		
1981	5,515,733	15,111
1982	5,755,196	15,767
1983 (6 Mo.)	3,418,156	18,781
HIGHWAY EMERGENCY TELEPHONE CALLS		
1981	43,559	119
1982	49,809	136
1983 (6 Mo.)	21,722	119
DEPARTMENTAL TELEPHONE CALLS		
1981	106,287	291
1982	117,221	321
1983 (6 Mo.)	55,046	302
NATIONAL CRIME INFORMATION CENTER		
1981	175,935	482
1982	189,018	517
1983 (6 Mo.)	100,604	553
INCIDENT REPORTS		
1981	7,542	21
1982	8,376	23
1983 (6 Mo.)	3,466	19

1981-83 BIENNIAL STAT'S COND'T:

EMERGENCY DISPATCH INCIDENT TYPES	BIENNIAL TOTALS	MONTHLY AVERAGE
Property Accidents	3,776	157
Injury Accidents	1,393	58
Fatal Accidents	161	7
Driving While Intoxicated	884	37
Emg. Blood & Serum Relays	416	17
Crime Reports	898	37
Severe Weather Reports	506	21
Requests for Assistance	914	38
All Other Incidents Not Listed	2,775	116
HITS/CWIS/NCIC Positive Responses	432	18
Pursuits	281	12
Hazardous Material Incidents	340	14
Medical Emergencies	290	12
Fire Reports	254	11
Traffic Hazards	655	27
Signal 100 Roadblocks	17	.7
Game & Fish Violations	520	22
Motorist Assistance	457	19
Missing Persons	14	.5
Attempt to Locate	1,249	52
TOTAL INCIDENT TYPES	16,232	

EMERGENCY DISPATCHES HANDLED BY		
Highway Patrol	6,538	272
Sheriff's Offices	4,302	179
Police Departments	1,537	64
Game & Fish	927	39
Emergency Medical (Ambulance)	268	11
Disaster Emergency Services	68	3
Fire Departments	72	3
Other's Not Listed	554	23
State Radio	821	34
Broadcasts	793	33
Crime Bureau	6	.2
Highway Department	263	11
Truck Regulatory	62	2.5
Drivers License Division	1	0
Motor Vehicle Department	1	0
FAA	19	8
TOTAL INCIDENTS HANDLED BY	16,232	

INFORMATION RELEASED:

During the 1981-83 biennium, State Radio furnished information in the form of cassette tape recordings of telephone calls and radio traffic, copies of incident cards and radio logs to sixty-nine (69) agencies.

This information was used in a variety of ways, such as to refresh an officers memory for a court case and at times the information was used as evidence in court.

This information was used by agencies for internal purposes such as training, disciplinary action or to see if an incident was handled properly.

This is a very time consuming task for State Radio to perform as none of the tape recordings are edited and must be taped minute by minute and listened to while being taped to insure the proper incident is being recorded.

OPTIONAL PROGRAMMABLE SCAN:

With the continuing growth of the State Radio system, we are seeing more and more use of private administrative channels, county repeaters, etc. The use of private channels are good because this keeps local traffic at a local level and frees up the State System for faster efficient traffic flow. However, when a private channel is used in a standard State Radio mobile unit, the officer loses contact with the State Radio system and must be contacted on his private channel or by his local dispatcher.

When and where this concept is in practice, we recommend that the mobile radio be modified for programmable scan. The programmable scan concept must follow state specifications which will provide the capability for the officer to be reached on the statewide emergency channel regardless of the channel he is operating in. It also provides the officer the option to monitor other channels when he is working on his private frequency.

---

*Needed to be included in the scan configuration when in the #1 selector position to allow mobile/mobile communications.

**Needed to be included in the scan configuration when in the #2 selector position to allow mobile/mobile communications.

MICOR 8-CHANNEL PROGRAMMABLE SCAN

	TX	Priority follows selector switch RX	(1) Fixed RX	(2) RX Select
CHANNEL 1	155.430	154.935	155.475	155.430*
CHANNEL 2	155.505	154.905	155.475	155.505**
CHANNEL 3	155.475	155.475		
CHANNEL 4	156.030	156.030	155.475	156.030
CHANNEL 5	155.340	155.340	155.475	155.340
CHANNEL 6	154.085	154.085	155.475	154.085
CHANNEL 7	Blank	155.430	155.475	155.430
CHANNEL 8	Blank	155.505	155.475	155.505

1) Non-priority scanning on 155.475 required in all eight selector switch positions.

2) Non-priority scanning of other channels can be user selected with the scan buttons on the control head with the exception of R3 which is always being scanned.

3) Scan must be on at all times (no off capabilities).

4) Scan can be turned OFF in RX2 only by depressing a individual switch for each channel.

FREQUENCY COORDINATION AND SPECTRUM MANAGEMENT REPORT:

Frequency coordination is one of the most important responsibilities of my office. We must work very hard to manage North Dakota's Public Safety spectrum.

Because of the shortage of available frequencies, frequency assignment must be the result of careful consideration of many different factors. We must handle all assignments of new frequencies or requests to change existing frequencies such as increasing authorized power input, changing authorized height of antenna, moving the base station or adding a base station within the existing area of operation. The coordinator must initiate a field study of the area of application within a radius of 75 miles of the station applicants location which serves to indicate the probable interference to existing licensees within 30MHz of the requested frequency. This study must be in the form of an engineering report which must also certify that all licensees within the area have been contacted in these regards.

The coordinator should have knowledge of the local geography or terrain. City A might only be 25 to 30 miles from City B but there might be a mountain between them and they might be able to use the same frequency without any interference at all. On the other hand, cities a hundred miles apart for instance, may not be able to operate co-channel because of low terrain or a transmission path set up by atmospherics or obstacles which can only be known to a local man or through experience.

A coordinator should have some engineering background in R.F. power, antennas and other factors involved in the makeup of a radio system.

The coordinator must be impartial. His decisions must be made on the basis of the facts presented to him and he should not allow himself to be persuaded in his recommendation by his friendship or acquaintance with individuals. One of the surest ways to draw criticism to an organization is to have bias shown in the recommendation of a frequency.

He must maintain the information he receives relative to requests to himself until such time as it is made available to all concerned. For example, many small cities are assisted in their requests for frequencies by members of commercial organizations. It must be assumed if A has assisted an applicant in the preparation of his request that A has spent a considerable amount of time and effort in suggesting a system to the applicant. If the coordinator were to be friendly with B, who is in the same business as A, and as soon as he gets the request were to call B and tell him that the applicant is in the market for a system, it could hardly be called ethical. The furture disclosure of such practices would eventually work to the detriment of the coordinator and the organization which he represents.

Some kind of an adequate budget must be placed at the command of the coordinator. While the costs are not excessive, there is the matter of postage fees, office supplies and telephone costs. It should not be assumed that these costs will be borne by the coordinator's employers. In many instances the only contact the applicant may have with the coordinator is by mail. Rapid replies to inquiries made on good letterhead paper and neatly typewritten indicates to the applicant that he is doing business with a progressive and professional organization.

In summation, the coordinator must have some administrative ability because he, more than any other one individual, is in contact with more governmental officials than any other member of the coordinating body.

Many hours of hard work is involved in the frequency coordination process. But, we must continue to manage this vital resource to assure that not only our system but all other Public Safety Systems are free from congestion and interference problems.

From July 1, 1981 to June 30, 1983, the Department processed two-hundred ninety (290) frequency coordination applications in the Public Safety Radio Service. We are very proud of our work in this area for the Public Safety agencies that serve the citizens of North Dakota.

FREQUENCY COORDINATION REPORT

July 1, 1981 / June 30, 1983

TOTAL FREQUENCY COORDINATION APPROVALS----------290

POLICE	85
LOCAL GOVERNMENT	95
SPECIAL EMERGENCY	61
CROSS CONCURRENCES	49
	290

SYSTEM MAINTENANCE:

In the 1981-83 biennium, the departments maintenance program provided excellent results. The continued maintenance of the VHF radio system is vital. In the biennium, there were a total of 32 radio outages due to actual radio equipment failures. The State Radio VHF system was in operation 99.8% of the time which is an improvement over the last biennium.

236 down/times - Highway Department radio maintenance doing preventive maintenance and installing additional equipment.

45 down/times - Telephone Company maintenance doing preventive maintenance.

222 down/times - Telephone Company equipment problems including cut or spliced cables, bad carriers or line noise problems.

32 down/times - These were radio equipment problems, bad transmitters or receivers and antennas which had to be replaced.

535 Total

The system was taken down by Highway Department maintenance for preventive maintenance and installation of new equipment 311 hours and 41 minutes.

The system was taken down by the Telephone Company for preventive maintenance 31 hours and 58 minutes.

Telephone Company equipment problems such as cut cables, bad carriers, and line noise resulted in 584 hours and 17 minutes of down time.

Radio equipment problems such as bad transmitters or receivers, antennas down, and the loss of a complete radio tower resulted in 258 hours and 15 minutes of down time.

A total of 1,186 hours and 11 minutes down time was experienced. This is an average of 2 hours and 13 minutes per outage.

MAINTENANCE EVALUATION:

The maintenance provided by the North Dakota State Highway Department Radio Maintenance Division over the period of July 1, 1981 to June 30, 1983, has been excellent. Many new ideas were implemented both in the tower sites and within the Communications Center itself with excellent results. The Highway Department Radio Maintenance Division not only maintains our radio equipment, they also maintain our three 40-channel tape recorders with the same professionalism that they do our tower sites. The quality of maintenance has remained excellent even though they lost four personnel during the RIF program at the Highway Department.

RADIO MAINTENANCE COSTS / 1981-83 BIENNIUM:

Total cost for radio maintenance for the 81-83 biennium totaled $172,948.

Total yearly radio maintenance costs computed to $91,380 for the first year and $81,568 for the second year of the biennium.

Average monthly cost for all radio maintenance for the 81-83 biennium amounted to $7,206 per month.

Each of State Radio's thirty-six (36) radio locations cost $2,402 per year for maintenance or $200 per month.

The above figures indicate the present radio maintenance program to be extremely cost effective. Other options regarding radio maintenance have been considered in the past and new options will continue to be considered as they avail themselves. However, at this time, State Radio feels the present radio maintenance program offers the optimal in efficiency when cost benefit ratio's are considered.

TOWER SITE	MAINTENANCE HWY	MAINTENANCE TELCO	LINE NOISE	PROBLEMS REC	PROBLEMS XMIT	PROBLEMS BOTH	CABLE CUT OR SPLICE	CARRIER OR CIRCUIT OUT	REPEATER PROBLEMS	POWER OUTAGE	TOTAL
ARNEGARD	6	1					3	1			11
BELCOURT	3	1	1	1			1	3			10
BISMARCK	14		2	1			1				18
BLAISDELL	8	2	2					4			16
BOTTINEAU	5	1					2	4			12
BOWMAN	11	3	4					1			19
CARRINGTON	3		1					1			5
CAYUGA	5	1	1					1			8
CLEVELAND	9			1		1		1			12
COLUMBUS	9	1	11	1			1	4			27
DENHOFF	6		1				1	2			10
DEVILS LAKE	5	1	2					4			12
DICKINSON	8	1	4			1	2	3			19
DOGDEN BUTTE	4	2	2			3	5	5			21
DRISCOLL	9	4	1					1			15
WILLISTON	5	1	1				1	2			10
FARGO	9	1	2					1			13
FINLEY	6						1	2			9
FORTUNA	6	2	4		1	1		2			16
GRAND FORKS	3		1					2			6
HANNOVER	3	1	6				1	2			13
KILLDEER	8	2	7	3			5	7			32
MERRICOURT	8	2	5	1			1	4			21
MILTON	6				1		1	4			12
MINOT	6		12	2	2			2			24
MOTT	4	3	9	1		1	2	6			26
NEW SALEM	6							1			7
PETERSBURG	4					1		2			7
RALEIGH	9	1	3					1			14
RYDER	5	1	1		2						9
SENT. BUTTE	8	5	2			2	4	1	1		23
TIOGA	6		1					2			9
VALLEY CITY	8	5	1		2			6			22
WAHPETON	9	1			1	1					12
WISHEK	12	2	13					8			35
TOTAL	236	45	100	11	9	11	32	90	1		535

Total Outages 535
Hwy. Maint. Outages 236
Radio Equip. Outages 32
Telco Equip. Outages 222
Telco Maint. Outages 45

Total Outage Hours 1,186 Hrs/11 Min.
Hwy. Maint. Outage Hours 311 Hrs/41 Min.
Radio Equip. Outage Hours 258 Hrs/15 Min.
Telco Equip. Outage Hours 584 Hrs/17 Min.
Telco Maint. Outage Hours 31 Hrs/58 Min.

TELETYPE AND DATA SYSTEMS:

In August of 1982, a complete system upgrade of the North Dakota Law Enforcement Teletype System was accomplished at a very significant monthly cost savings to the State of North Dakota. The cost savings was realized by going to bid on the replacement of the equipment. Several companies submitted bids for the equipment with the successful bidder being Tele-Terminals Corp. of Minneapolis, MN.

There were 60 low speed 110 baud model 33 and 35 terminals replaced with the newest Model 43 terminals. Fifty-nine of these terminals continue to operate at 110 baud. This terminal is simpler and easier for the agencies to use along with being the latest state of the art in design. One of the model 43 terminals was installed at State Radio and is operating at 1200 baud as a test and training terminal. There were 28 model 4430 terminals with OKI - DATA printers installed operating at 1200 baud. These replaced the model 40/3 terminals. The new model 4430 terminals have the ability to operate at 4800 baud. The old model 40/3 terminals were only capable of operating at 1200 baud. This leaves State Radio the option in the future to handle more traffic faster.

The installation was completed with a minimum of interruption of service to any agency. There are presently 89 subscribers on the North Dakota Law Enforcement Teletype System. Also in the past biennium, we changed out the low speed model 28 terminal on the WRITTEN network to a new model 43 terminal. This terminal is for use by the US Weather Service.

With the new terminals installed the computerized teletype system is now handling approximately 500,000 transactions per month. This is an increase of approximately 50,000 transactions per month over the past biennium.

A problem that comes up at times is the Central Data Processing Programmer assigned to State Radio for the System 7/CCAP 7 is not always available for changes, programming work or problems that may arise with the System 7. There are now two individuals at Central Data Processing that are familiar with the System 7, but only one is assigned to do the work for us. Another portion of the problem is that IBM no longer supports the System 7 / CCAP 7 with software. This makes any further changes to the System 7 almost impossible.

At the present time we have room in the System 7 to add two more new terminals and then the address portion will be full and other than extensive reprogramming and possibly some additional hardware, we will not be able to add any more terminals to our system. Also due to the age and non support by IBM of the System 7, we are unable to further enhance our computer system with any changes we may want.

One of the major areas of concern with our computerized teletype systems is that the HOST computer at the Capitol goes out of service unexpectedly and quite frequently. When this happens, neither State Radio nor any law enforcement terminal in the United States can get any motor vehicle/ drivers license information or Central Warrant Information out of the HOST computer. Also Central Data Processing schedules maintenance, programming changes and equipment changes for weekends which effects our operation.

We continue to have the same maintenance problems with IBM as there is only one individual in the area trained on the System 7. If he is out of the area, they must call someone in from Minot or Fargo which causes unwarranted delays and down time.

The performance of the System 7 for the past biennium has been excellent with a minimum of down time. The IBM System 7 was in full service 99.8% of the time in the past biennium which is an excellent record.

STATE/NATIONAL TELETYPE MESSAGES: 15,767 per day / 5,755,196 per year.

TOP TEN TELETYPE USERS FOR THE BIENNIUM ARE:

	MONTHLY AVERAGE
STATE RADIO	143,998
FARGO POLICE DEPARTMENT	11,915
DICKINSON POLICE DEPARTMENT	10,517
MINOT POLICE DEPARTMENT	9,042
BISMARCK POLICE DEPARTMENT	9,004
DEVILS LAKE LAW ENFORCEMENT CENTER	7,160
MANDAN POLICE DEPARTMENT	6,455
GRAND FORKS POLICE DEPARTMENT	4,448
CASS COUNTY SHERIFF'S OFFICE	4,422
BURLEIGH COUNTY SHERIFF'S OFFICE	3,824

IBM SYSTEM 7 TELESWITCHER OUTAGES / 1981-1983 BIENNIUM:

PROGRAMMING / Taken out of service 18 times, a total of 28 hours 44 minutes of down time.

IBM MAINTENANCE / Taken out of service 3 times, a total of 2 hours 19 minutes of down time.

CENTRAL DATA PROCESSING / Taken out of service 50 times, a total of 13 hours 27 minutes of down time. This was caused by their system dropping and having to take our system down and IPL it in order to restore the line between the HOST Computer and the System 7.

POWER OUTAGES / Taken out of service 4 times, a total of 51 minutes of down time.

SYSTEM 7 / Taken out of service 34 times, a total of 2 hours 54 minutes of down time. Out of service for reasons unknown.

EQUIPMENT PROBLEMS / Taken out of service 26 times, a total of 63 hours 10 minutes of down time.

TRAINING / Taken out of service 7 times, a total of 53 minutes of down time.

CLEAR BAD MESSAGES / Taken out of service 17 times, a total of 3 hours 6 minutes of down time.

CLEAR LINE PROBLEMS / Taken out of service 19 times, a total of 3 hours 53 minutes of down time.

TOTAL TIMES OUT OF SERVICE - 178

TOTAL DOWN TIME - 119 hours, 17 minutes for a two year period. This is excellent.

TELETYPE OUTAGE REPORT FOR A 14 MONTH PERIOD - Aug., 1982/Oct., 1983:

LINE NUMBER	TOTAL OUTAGES	NUMBER OF TERMINALS ON LINE	TOTAL OUTAGE TIME	AVERAGE OUTAGE TIME
		HIGH SPEED LINES		
03	36	11	66 Hrs/15 Min	1 Hr /50 Min
04	62	9	137 Hrs/25 Min	2 Hrs/13 Min
		LOW SPEED LINES		
05	0	2	0	0
08	11	4	43 Hrs/36 Min	2 Hrs/18 Min
09	17	8	144 Hrs/55 Min	8 Hrs/31 Min
10	9	5	31 Hrs/45 Min	3 Hrs/31 Min
11	17	10	34 Hrs/31 Min	1 Hrs/01 Min
12	16	10	68 Hrs/10 Min	4 Hrs/15 Min
13	26	12	165 Hrs/25 Min	6 Hrs/21 Min
14	6	4	84 Hrs/31 Min	14 Hrs/05 Min
15	12	4	45 Hrs/53 Min	3 Hrs/49 Min
		STATE RADIO TERMINALS		
16	3	1	14 Hrs/00 Min	4 Hrs/40 Min
17	2	1	3 Hrs/45 Min	1 Hr /52 Min
18	3	1	4 Hrs/01 Min	1 Hr /20 Min
19	5	1	9 Hrs/38 Min	1 Hr /55 Min
20	0	1	0	0
21	4	1	10 Hrs/28 Min	2 Hrs/37 Min
22	0	1	0	0
23	0	1	0	0
TOTALS: 19	229	87	865 Hrs/18 Min	3 Hrs/46 Min

Average of 2.6 outages per terminal.

Average of 16 outages per month.

NCIC - NATIONAL CRIME INFORMATION CENTER:

The FBI's National Crime Information Center (NCIC) is a computerized index of criminal information made available to local, state and federal criminal justice agencies throughout the United States.

NCIC was conceived in the early 1960's, when it appeared that advances in computer technology could answer law enforcement's growing need for rapid access to crime information data bases.

The NCIC computer system became operational in 1967. It is located at FBI Headquarters in Washington, D.C. and serves as the hub of a nationwide telecommunications network. In a matter of seconds, stored information can be retrieved through the telecommunications network. The NCIC computer systems are used by many state criminal justice agencies and federal law enforcement agencies linked with connecting terminals located throughout the country in police departments, sheriff's offices, state police locations and other criminal justice facilities.

NCIC might be compared to a large automated "file cabinet," with each file having its own label or classification. Such a cabinet contains files concerning: stolen and recovered guns; stolen articles; wanted persons; stolen boats, stolen and embezzled securities including stocks, bonds, and currency; arrest and disposition records of serious offenders; and missing persons.

The NCIC system is in use 24 hours per day, seven days per week, and provides an on-line data base update and query capability for approximately 14,250 terminal users over some 200 communications lines. Approximately 110 of these lines are BSC with an average transmission rate of 4800 bps. The remaining 90 lines are asynchronous with an average transfer rate of 1200 bps.

The NCIC system has demonstrated a continuous growth in message volumes over the last 16 years and is currently handling in excess of ONE MILLION MESSAGES DAILY!

Information is one of the most important assets to a criminal justice agency. The NCIC provides an immediate flow of pertinent data for the officer on the street, the investigator, the prosecutor, the judge and the corrections official. With information available immediately, these officials are in a better position to make decisions. The NCIC is one of the most effective implementations of computer technology for law enforcement needs. It not only represents a unique investigative tool in helping to maintain law and order, but also creates an extremely high risk of rapid detection for the criminal.

NCIC REPORT: (NATIONAL CRIME INFORMATION CENTER)

The National Crime Information Center is the most useful and important tool ever devised for the safety of the law enforcement officer in the nation. NCIC is a dedicated law enforcement computer system operated by the FBI in Washington, D.C. for the entry, storage, and retrieval of records on wanted felons, missing persons, and stolen property on a nationwide basis. These records are entered into the NCIC computer system by law enforcement agencies throughout the United States and are available for inquiry by any law enforcement agency or officer in the United States. The response time for an inquiry into NCIC is normally three to five seconds which will give the officer the slight edge in many situations in order to protect himself and the public.

The North Dakota Radio Communications Department is the Control Terminal Agency for access by agencies in North Dakota into NCIC. This responsibility puts an added burden on the management and staff of State Radio.

It is the responsibility of State Radio to provide training to all law enforcement agencies in North Dakota who have access to the NCIC computer. This is done by our personnel in a variety of ways, such as NCIC is taught in the Communicators Course that is presented twice a year, individual on-site visits to assist in training for agencies, and seminars scheduled and held throughout the State to assist in the training of personnel when new programs are being implemented into NCIC.

It is the responsibility of the North Dakota NCIC Security Officer to insure that all security measures as put forth by both NCIC and the State Control Terminal are adhered too, and to assist agencies in the proper security measures to be taken. This includes on-site visits to agencies to assist in proper placement of their terminals and records.

One of the most important duties of the Control Terminal Agencies is the validation of the NCIC records for the State of North Dakota. This is done by the FBI NCIC mailing to State Radio, a copy of all records entered into the NCIC computer system. State Radio then mails to each of the agencies who have records entered, a copy of these records. The agencies are required to respond within a specified time period if the records are correct and up to date, or if there are changes to the records, or if the record should be cancelled from the system. State Radio then makes the changes and cancellations as needed. The State Control Terminal Officer, who is the Director of Communications, must then certify to the FBI NCIC that all the North Dakota records are current and up to date.

State Radio personnel also must enter, modify, and cancel records in NCIC for agencies throughout the State who either have no one qualified to enter into NCIC or who do not want to do the entries themselves.

NCIC REPORT COND'T:

The most important use of NCIC is the day to day inquiries into the NCIC records for law enforcement officers by our personnel to determine if a person is wanted or missing or if a piece of property is stolen. This is a very demanding part of the State Radio personnel's work as they must inquire on every motor vehicle registration and drivers license check plus the ones that the officers request as just NCIC inquiries. We feel that this is very necessary and worthwhile time spent as it gives the officer the slight edge he needs in a dangerous situation.

NCIC INQUIRIES BY FILE FOR 1981-83 BIENNIUM:

FILE	TOTAL	MONTHLY AVERAGE	DAILY AVERAGE
VEHICLES	227,086	9,462	315
ARTICLES	2,063	86	3
GUNS	8,091	337	11
WANTED/MISSING PERSONS	112,359	4,682	156
SECURITIES	222	9	.3
BOATS	171	7	.2
III (Criminal History)	90	4	.1
TOTALS	350,082	14,599	487

NCIC ENTRIES BY FILE FOR 1981-83 BIENNIUM:

FILE	TOTAL	MONTHLY AVERAGE
VEHICLES	1,284	54
ARTICLES	962	40
LICENSE PLATES	78	3
GUNS	480	20
WANTED PERSONS	462	19
MISSING PERSONS	372	15
BOATS	15	.6
SECURITIES	0	0
TOTALS	3,653	152

Total of all transactions in NCIC for 1981-83 biennium including cancellation and modification messages total 381,437. Monthly average, 15,893. Daily average 530.

STAFF REPORT:

To begin the biennium, six additional employees, approved by the 47th Legislative Session, were hired increasing the departmental staff personnel to thirty (30).

Current status of State Radio Staff:

Communications Director	1
Deputy Communications Director	1
Administrative Officer III	1
Business Manager I	1
Secretary IV	1
Communications Supervisors	4
Communications Specialists III	4
Communications Specialists II	7
Communications Specialists I	10
TOTAL	30

The Employee Advisory Committee along with the management staff worked together to improve and develop an acceptable evaluation process that would annually measure the employee's performance.

The department promoted two members of the staff during the biennium.

To record a more accurate log of each employees training and education process, an employee training form was developed and made part of each employee's personnel file.

As our communications system and procedures changed, the Communications Specialist II written examination and the oral evaluation process was updated, covering the new areas of knowledge and responsibilities an employee working and striving for this level is required to display.

GOALS AND OBJECTIVES:

PERSONNEL:

1) Provide a department policies manual: The manual was completed and sufficient copies provided to enable all employees to read and review all policies.

2) Maintain the work schedule and staffing: During the biennium, the schedule has been maintained and staffing is on a level sufficient to provide all services from State Radio effectively.

STAFF REPORT COND'T:

	1981	1982	1983
Regular Scheduled Hours	31,140	60,723	30,967
Hours Sick Leave Taken	644	1,522	751
Hours Vacation Taken	1,870	3,053	1,316
Hours Funeral Leave Taken	58	40	16
Total Hours Taken	2,572	4,615	2,083
Regular Hours Worked	28,568	56,108	28,884
Overtime Hours Worked	265	827	672
Total Hours Worked	28,833	56,935	29,556

GRAND TOTALS:		
	Regular Scheduled Hours	122,830
	Hours Sick Leave Taken	2,917
	Hours Vacation Taken	6,239
	Hours Funeral Leave Taken	114
	Regular Hours Worked	113,560
	Overtime Hours Worked	1,764
	Total Hours Worked	115,324

	1981	1982	1983
Employees Hired	11	2	3
Employees Terminated	3	3	3

GRAND TOTALS:		
	Employees Hired	16
	Employees Terminated	9

STAFF REPORT COND'T:

TRAINING AND EDUCATION:

Training and Education in Public Safety Communications must be a continuous process to keep up with changes and new concepts in communications technology. Efforts in training concentrated on efficient and professional use of communications equipment as well as techniques in dispatching and handling emergency and crisis calls.

State Radio personnel received training and education through a variety of sources. During the biennium, nineteen probationary employees received 100 hours each of dedicated instruction in entry level areas of their job responsibilities totaling 1,911 hours of training with continual on the job training for the remainder of the probation period.

Twenty-six employees attended a lecture/training seminar on severe weather and severe weather procedures presented by the U.S. Weather Service of Bismarck.

Twenty-six employees received training on the Model 43 and 4430 teletype terminals presented by Tele-Terminals.

Through a program with the State Highway Patrol, twenty-three employees received eight hours experience with a Highway Patrol Officer in the field to better aquaint the employee with Highway Patrol field operations.

The State Disaster Emergency Services sponsored a two-day seminar covering the proper procedures for handling hazardous materials which was attended by three of State Radio's employees.

Three members of the management staff attended a one day seminar on "Personnel Management" sponsored by UND Continuing Education.

The "Dispatcher Role in Officer Survival" was attended by one member of management when sponsored by JT Seminars of Minnesota throught the Attorney General's Office. Three more attended from State Radio when it was presented at the Devils Lake Law Enforcement Center.

"Dealing with Personalities in Conflict" was attended by our supervisory staff sponsored by UND, Grand Forks.

"Introduction to Supervision" presented by the Director of Institutions Office was attended by the department's management and supervisory staff.

An educational tour by eighteen of our employees through Central Data Processing explaining how our system is linked to the HOST Computer and how they function together was very enlightening.

Twelve employees were present for instruction covering the departments actions and procedures initiated and followed when a drunk driver report is received.

STAFF REPORT COND'T:

GOALS AND OBJECTIVES:

TRAINING AND EDUCATION:

1) Train users of the State teletype system on the new Model 43 and 4430 terminals installed on the statewide system: Shortly after installation, instruction was scheduled at six different locations within the State. Forty-seven agencies attended the training for better than 50% user familiarity. Instruction to several agencies at their location was scheduled later as training requests were received.

2) Continue training programs for departmental staff: A training schedule was determined and all members of our staff received training with some new areas achieved.

LAW ENFORCEMENT TRAINING:

The "Basic Radio Training Program" presented to law enforcement provided 193 police officers at the Law Enforcement Academy with basic instruction in the use of the mobile radio as well as procedures on the radio system.

Phase I and II of the "Communicator's Course" provided 56 hours of valuable instruction and training to ninety-four communications personnel in radio, telephone, and public safety methods of communications for dispersing police and criminal related information. To date, this course has trained sixty-one employees from nineteen different agencies to handle records of wanted felons and to correctly enter the record into the National Crime Information Center (NCIC) computer bank.

New teletype equipment was purchased for the state teletype system and 50 hours was devoted to travel and classroom instruction and actual equipment use to one hundred ninety-nine personnel from law enforcement agencies throughout the State.

The State Game & Fish department scheduled State Radio for twenty-five of their field employees to receive instruction on the use of the communications systems and services available from State Radio.

At the request of the Highway Patrol, fifteen students attending the Drivers License Examiners School received 2 hours of classroom instruction for proper identification and description of persons.

A lecture on State Radio systems and their use as it pertains to disaster and defense readiness was presented to forty-two members of the State Civil Defense system.

LAW ENFORCEMENT TRAINING COND'T:

In the interest of public awareness, "Communications and State Radio's Role in Public Safety", was presented to twenty-eight students of Minot State College's Highway Safety Class twice during the biennium. During the 1982 Highway and Traffic Safety Conference, forty members received the lecture.

At the request of the Communications Officer for the Grafton State School, fifteen ward attendants received classroom instruction on the proper techniques to operate a portable radio and regulations governing their system.

For eleven members of the Milnor ambulance squad, a 2 hour basic program on "The Radio System and How Its Used" and a review of their mobile radio's channel configuration for system access was covered.

During the Associated Public Safety Communications Officers conference, thirty-five members received a report on current salaries for dispatchers in North Dakota and trends nationally by other States for specific public safety dispatcher courses and what North Dakota offers.

DEPT. 506
PROGRAM INVENTORY AND COST ANALYSIS SUMMARY
JULY 1, 1981 TO JUNE 30, 1983

	OBJECT NUMBER	EXPENDITURE	
SALARIES & WAGES:			
Salaries & Wages	1000	$ 956,194	
Overtime	1090	38,263	
Paid Annual Leave	1095	1,415	
Oasis Assessment	1820	424	
Social Security	1830	66,638	
Hospital Insurance	1840	51,599	
Workmen's Comp. Premium	1850	1,901	
Unemployment Insurance	1870	3,795	
State Retirement Contribution	1880	49,155	
Sub-Total			$1,169,384
FEES & SERVICES:			
In-State Meals	2110	$ 1,416	
Out-of-State Meals	2111	71	
In-State Lodging	2115	595	
Out-of-State Lodging	2116	89	
In-State Mileage	2120	9	
Air Transportation/In-State	2122	56	
Other Transporation/Out-of-State	2125	8	
Misc. Travel	2150	159	
Travel - Non Employees	2160	161	
Office Equipment-Rental	2330	706	
Rent of Comm. Equipment	2340	142	
Rent of Building Space	2360	1,248	
Postage & P.O. Box Rental	2410	2,754	
Telephone/Telegraph	2420	29,755	
Repair Equipment/Office	2500	529	
Repair Equipment/Auto	2505	1,046	
Repair Equipment/Other	2510	8,487	
Service Contract/Office Equip.	2515	1,161	
Service Contract/Other	2520	172,948	
Repair Buildings	2560	703	
Professional not Classified	2699	1,255	
Property Insurance	2720	2,984	
Liability Insurance	2730	294	
Film Processing	2905	46	
Radio-TV-Newspaper	2911	64	
Licenses-Taxes	2914	30	
Dues-Memberships	2915	150	
Laundry-Dry Cleaning	2917	284	
Professional Development	2921	180	
Tuition Fees	2975	330	
Other Misc. Fees	2999	3	
Sub-Total			$ 227,663

DATA PROCESSING:				
Data Processing/Special Approp.	2017	$ 86,843		
Sub-Total			$ 86,843	
SUPPLIES & MATERIALS:				
Office Supplies	3050	$ 3,435		
Central Reproduction	3155	2,611		
Printing/Central Reproduction	3200	1,582		
Printing/Not Central Reproduction	3205	4,128		
Books	3210	41		
Maps & Plots	3212	36		
Periodicals & Subscriptions	3215	647		
Paper Products	3230	1,936		
Photography Supplies	3260	14		
Food Supplies	3300	48		
Uniforms	3355	2,862		
Other Surgical & Med. Supplies	3435	4		
Glassware	3455	140		
Dishes	3460	34		
Silverware & Utensils	3465	178		
Janitorial	3475	72		
Hardware & Bldg. Supplies	3550	529		
Expendable Tools	3555	67		
Paint	3560	3		
Other Bldg. & Equip. Supplies	3565	635		
Electrical	3575	2,436		
Equipment Repair Parts	3585	14,650		
Other Petroleum & Fuel Products	3605	5		
Trophy & Ribbons	3710	153		
Audio Visuals	3730	210		
Tapes	3735	5,865		
Fuel & Oil	3800	1,960		
Tires/Vehicle	3803	369		
Repair Parts-Vehicles	3805	27		
Sub-Total			$ 44,677	
EQUIPMENT:				
Radio Equipment	4110	$ 19,760		
Office Machines	4160	816		
Furniture & Furnishings	4170	298		
Motor Vehicles	4180	7,742		
Sub-Total			$ 28,616	
GRAND TOTAL REVENUES				$1,557,183
FUNDING:				
GENERAL FUND			$1,557,183	
TOTAL FUND				$1,557,183

COMPARATIVE APPROPRIATION BY LINE ITEM:

	83 - 85	81 - 83	DIFFERENCE
SALARIES & WAGES	$1,263,236	$1,246,351	$ 16,885
OPERATING EXPENSES	$ 277,861	$ 321,452	$(43,591)
DATA PROCESSING	$ 112,515	$ 234,483	$(21,968)
EQUIPMENT	$ 16,462	$ 39,480	$(23,018)
TOTAL	$1,670,074	$1,741,766	$(71,692)

State Radio's expenditures of appropriated funds were all in compliance with legislative intent as well as various OMB guidelines.

The 1981-83 biennium for State Radio was fiscally very difficult. This was due primarily to the Governor's mandating the curtailment of five percent (5%) of the agencies operating budget as well as any additional savings that could be realized.

During the 1981-83 biennium, State Radio developed a plan to reduce expenditures. The plan was in accordance and formulated pursuant to the Governor's five percent (5%) expenditure curtailment. Although the plan mentioned only major areas of anticipated savings, it was designed to be all inclusive and comprehensive in its attempt to efficiently manage tax dollars. Periodically the plan was reviewed for efficiency. The plan was flexible and thus adaptable to various circumstances as they evolved throughout the biennium.

The plan was administrativly viable while being designed to have the least possible effect on user agencies and services provided to the general public. Analysis indicates the plan was extremely successful in that a minimum effect was reflected in services rendered. The plan was the primary factor in accounting for a total savings of $185,334.55 or a 10.6% savings in relation to State Radio's original legislative appropriation.

The 1983-85 budget was formulated on a no growth basis. The present budget is $71,692 or 4.1% less than the original appropriation for the 1981-83 biennium. The aforementioned figures indicate that State Radio's mode of operation was during the 1981-83 biennium, as it will continue to be during the 1983-85 biennium, one of extreme austerity.

During the 1983-85 biennium, it will be as ever important to follow a long range plan in an effort to realize optimal allocation of tax dollar expenditures. As always, and in particular because of the decrease in funding, it will be of critical importance that State Radio exercise prudent, responsible and conscientious fiscal management during the present biennium.

The administration of State Radio feels confident that with the exercise of sound logical judgement and well pattern long range ascetic planning that the objectives and goals of State Radio will be realized within the limits of the funding available.

GOALS:

To provide responsible managerial duties in the administration of the fiscal business and service operations of State Radio in order to enhance and ensure the goals and objectives of the Department are attained.

OBJECTIVES:

1) Provide fiscal and accounting services, including preparation of the State Radio budget.

2) Provide budgeting expertise compatible with department needs and state guidelines.

3) Preparation of annual financial statements.

4) Preparation of payroll records.

5) Maintain fixed assets inventory.

6) Preparation of accounts payable/receivable.

7) Provide purchasing and receiving services to ensure attainment of departments goals and objectives.

8) Maintenance of departments vehicles and office equipment.

DISASTER EMERGENCY COMMUNICATIONS OPERATIONS:

During the 1981-83 biennium, State Radio continued to keep the Emergency Communications Van in a constant state of readiness. The Communications Van in the past biennium was equipped with all the basic equipment that was felt was needed. Only minor changes have been made which include changing the Model 33 teletype terminal out for a new Model 43, replacement of sixty batteries for the 5-watt portable radios, and the addition of three flax jackets for operator protection in areas of danger. The renting of garage space for the Van has greatly reduced the up keep necessary on the Van due to its being stored inside out of the elements.

On May 3 and 4, 1982, the Van was taken to Williston by two State Radio personnel and put on display at the Williston Police Department for Law Day. Many people from the Williston area viewed the Van and had questions regarding its use and operation.

On Monday, February 14, 1983, the Van was taken to a farm in rural Heaton where it was manned by four State Radio personnel. The Van was used as a Command Post for all federal, state and county agencies involved in the search for a murder suspect. The Van was also used as part of the perimeter security for that night with State Radio personnel on duty all night and acting as part of the perimeter security around the farm in case the suspect should be at the farm and attempt to leave during the night.

On February 15, 1983, the tactical team made up of personnel from North Dakota, US Marshall's Office and the FBI, secured the farm. The Van was again utilized as the Command Post and a relay center for all personnel involved. After it was determined that the suspect was not in the farm we were released to return to Bismarck.

During this period, the generator was run for 26 hours continuously and it used about 10/12 gallons of gasoline, which I feel was excellent. This was the first extended test of the generator and it performed flawlessly.

On Wednesday, February 16, 1983, the Van was requested to go to Jamestown for a briefing and accompany the task force to Ashley for an operation on Thursday. At Ashley, the Van personnel were the first in town in order to set up for a command post for the operation. Upon arriving in Ashley, the State Radio personnel and telephone personnel had the Van set up and in full operation with three telephones in 7 minutes. This is a record. After the search operation in Ashley was completed on the 17th, we were released to return to Bismarck.

On February 24, 1983, the Van was again requested and went to Gackle to take part in another search operation by the task force. This operation was completed on the same day and the Van returned to Bismarck.

On June 23, 1983, at 0130CDT, the Minot Police Department requested the Van be brought to Minot for a shooting, barricade and possible hostage situation. We were on the road in one hour, this including hooking up the Van and getting gas prior to leaving. Upon arrival in Minot, we were advised that the suspect had just been apprehended so we were released to return to Bismarck.

We have found that the Van works extremely well in emergency situations. The generator will handle the load from the radio equipment and other appliances as needed. In these situations, we have found a couple of things that should be worked on in the future. One is a folding type door between the radio operation portion of the Van in order to cut down on the noise if other personnel are in the Van when you are working the radio, and also if it is a lengthy operation where one individual must sleep that it quiets the sleeping area. Another is securing a small table to be used for eating or working on if or when needed.

The NAWAS (National Warning System) plays a very important role in State Radio's disaster emergency communications system. It provides a direct line to the major city police departments and the U.S. Weather Services within North Dakota for storm or emergency information. It is the responsibility of the Communications Specialist to monitor the NAWAS at all times. This system is used for the notification of warning points in case of a natural disaster or an attack warning. Failure to answer a NAWAS test (conducted once every 8 hours) by the Communications Specialist results in the immediate dismissal of the employee. North Dakota holds the nations record for not missing a NAWAS test.

An extremely important and critical responsibility performed by State Radio is hazardous material incidents. State Radio is the primary reporting point for hazardous material incidents in North Dakota. It is the responsibility of the Communications Specialist to notify the proper agencies of the incident insuring that all pertinent information is relayed to the agencies to protect the citizens of North Dakota and all personnel involved in the hazardous materials incident from injury. State Radio presently has ten personnel trained in hazardous materials handling. These ten personnel are listed on the callup lists for State Radio and Disaster Emergency Services. Upon notification of a spill, one of the ten personnel must report to work to assist with the communications and coordination of the incident. In the 1981-83 biennium, State Radio handled seventy-eight hazardous materials reports.

State Radio works quite closely with the Civil Air Patrol on down and missing aircraft and search and rescue missions providing a 24 hour dispatch center for their personnel in case of an incident. State Radio also provides communications and coordination for the Civil Air Patrol in times of emergency situations.

State Radio works closely with Disaster Emergency Services providing them with 24 hour dispatching for their personnel informing them of disaster or emergency situations as they arise.

One of the most used communications tools for the public and law enforcement during emergency situations is the toll free telephone number. State Radio receives all types of calls on these telephone lines from requests for drivers license information to reporting accidents, tornado's, game and fish violations and hazardous materials incidents. This is a valuable tool for the Communications Specialists but also one of great responsibility. In the

1981-83 biennium, there were 95,759 calls received on these lines for an average of 131 calls per day.

During the 1981-83 biennium, State Radio loaned out portable radio's to one hundred thirty (130) agencies for a total of 659 assists. These radios were used for a wide variety of reasons, from law enforcement training, floods, severe weather, stake outs, and back up systems when other law enforcement systems have failed and for many other special services.

State Radio works closely with the U.S. Weather Service especially in times of severe weather or floods. We gather weather information from law enforcement in the areas in question and relay it to the U.S. Weather Service for analysis. Many times the Weather Service will contact State Radio and have us get an officer out to a particular area to check the weather, especially in times of possible tornado sightings.

MAJOR GOALS AND OBJECTIVES FOR THE 1983-85 BIENNIUM:

OPERATIONS:

1) Maintain sufficient staff to operate at the current level of operation. Five of our six consoles are now in full operation 24 hours per day.

2) Upgrade the State Radio System to include the ability for statewide paging.

3) Work with the National Guard and Disaster Emergency Services to improve working environment for our employees by attempting to secure additional space for storage, locker room storage, etc. Also paint and redecorate our Communications Center, add acoustical tile to the walls and ceilings, etc., to improve the operation of the system.

4) After the new North Dakota LETS upgrade takes place, I will monitor the traffic flow and load on the system. Adjustments can be made on the network to reduce the number of circuits necessary to properly handle the system.

5) If research and studies show that microwave radio is in fact a cost effective way for the State to go in the 83-85 biennium, I would like to be involved in all aspects of the program. I feel that we should be looking at every avenue to reduce the cost of our communications systems, but at the same time, provide the latest state of the art in communications technology.

6) Design a new patch panel concept (mini computer) that will interface our consoles and radio circuits.

7) State Radio must determine the approximate life of our present 1975 S/7 computer message switcher. This determination will be based on projected traffic volume, reliability factors, software utilization, statistics and maintenance availability. From this cost, estimates will be developed which address both replacement and upgrade of the present S/7 computer.

8) We must also determine the approximate life of our radio stations and command control consoles. We must investigate alternative methods of providing communications facilities to include, but not limited to, modem purchases, specialized common carriers, new AT&T offerings. Cost estimates for replacement and upgrade plan of present equipment should be developed both on equipment and personal capacity (message traffic and lines) and maintenance availability. Furthermore, financial as well as service related ramifications should be developed for any new or revised communications facilities, and to eliminate the burden of large one time upgrade costs, the State should develop an upgrade fund specifically for long range goals and objectives regarding equipment replacement.

9) A priority item is to have a standardized radio on the State Radio system.

10) The possibility of purchasing more portables and the establishment of a rental program for portables to cover the cost of maintenance, etc.

MAJOR GOALS AND OBJECTIVES FOR THE 83-85 BIENNIUM COND'T:

TRAINING AND EDUCATION:

1) Training and education of all system users will be a high priority item in the 1983-85 biennium. I will plan carefully to provide limited on-site training for law enforcement personnel.

2) See that the "Communicator's Course" is established as a required basic course for all communications personnel at the Law Enforcement Academy.

3) See that all State Radio personnel attend a hazardous materials school to become familiar with the wide variety of information needed in this growing incident area.

4) See that all Supervisor's are trained in the setting up and use of the Emergency Communications Van and on a systematic basis, inspect and operate the Van insuring the fastest response time possible in case of an emergency.

5) Continue to inform members of the law enforcement community about the communications system enhancement, changes, etc., and other valuable information that might effect their jobs.

FINANCIAL:

1) Obtain necessary legislative authorization for budgetary funding to continue State Radio's present level of service.

2) Completion of 1983-85 biennium with budget of $71,692 less than the 1981-83 biennium.

3) Continue to search for and implement the most efficient method of economizing and reducing tax dollar expenditures while insuring a maximum return of the dollars that are expended.

4) Provide fiscal planning and administration to insure objectives of State Radio are accomplished and funds are not only available, but also efficiently expended to rendor services in the most effective manner possible.

PERSONAL:

1) Maintain a close working relationship with all State Radio employees to discuss work problems, suggested changes, etc., and to assist them in anyway possible.

2) Increase professionalism and productivity of entire staff.

MAJOR GOALS AND OBJECTIVES FOR THE 83-85 BIENNIUM COND'T:

PERSONAL COND'T:

3) The department currently operates five of the six radio consoles in the Communications Center on a 24 hour basis. In a study done by Michaud, Cooley, Hallberg, Erickson and Associates, Inc., it was determined that State Radio should obtain ten additional staff to operate the Communications Center in the manner in which the system was designed and to provide adequate service to all users of the system and the citizens of North Dakota. We did receive six of the ten recommended employees and at the present time, there is not a compelling need for additional personnel. However, we must continue to monitor our workload, additional programs, job performance, productivity, etc., of all our staff and be able to project future staff requirements for our States most vital Communications Center.

4) To do a better job in all areas of management and administration in the 1983-85 biennium.

STATE OF NORTH DAKOTA

STATE LIBRARY

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

July 1, 1981 – June 30, 1983

NORTH DAKOTA STATE LIBRARY

Liberty Memorial Building Capitol Grounds Bismarck, North Dakota 58505 224-2492

RUTH E. MAHAN
State Librarian

December 13, 1983

Alton Lick
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Al:

In accordance with North Dakota Century Code section 54-24-03(7), I hereby submit the Seventh Biennial Report of the State Library, which constitutes the period of July 1, 1981 to June 30, 1983.

Sincerely,

Ruth E. Mahan

Ruth E. Mahan
State Librarian

REM:szl
Enc.

NORTH DAKOTA STATE LIBRARY

Report 212

State Library Staff 215

State Library Collection 216

Loan of State Library Materials 217

Circulation - July 1, 1981-June 30, 1982 218

Circulation - July 1, 1982 - June 30, 1983 219

Library Code Key 220

Network for Knowledge - Fiscal 1982 223

Network for Knowledge - Fiscal 1983 229

Expenditures July 1, 1981 - June 30, 1983 242

Library Services & Construction Act Grants 243

State Library Department Status Report 244

State Library Expenditures by Program 245

REPORT

The State Library is mandated by state and federal law to insure equal access to information for all citizens of North Dakota. To do this, the State Library not only serves people directly, but makes every effort to help libraries develop at the local level and serves as a coordinating agent for statewide library services.

In order to develop quality library service for the citizens of North Dakota, the State Library works with institutional, public and academic libraries to improve information services in these libraries, helps plan continuing education experiences for librarians and conducts research to support the plans for future projects of libraries in North Dakota.

To help plan library development in North Dakota, the Governor's Advisory Council on Libraries, made up of both librarians and citizens, is appointed each year to advise the State Librarian and the Director of Institutions of the information needs in North Dakota.

The State Library is also a resource library for school, public, academic and special libraries. As a resource center, the State Library provides special materials such as filmstrips for children's programs in school and public libraries, large print books for persons with visual problems, and books that are too specialized or expensive for public and school libraries to purchase. All of these materials are also available to walk-in patrons and persons who do not live in a community with a library. Since the State Library is the primary information source for state agencies, the book, cassette, and journal collections try to reflect the professional needs and interests of persons working for the State of North Dakota.

The key role of the State Library is coordinator of a statewide interlibrary loan service. To that end, the State Library maintains a record of the books and magazines of all the academic and major public libraries. Thus, if a public library does not have a particular book, the request is sent to the State Library. If a staff member at the State Library cannot find the book in the State Library's collection or in any of the collections of other North Dakota libraries, the request is sent out of state. An agreement is signed by the Director of Institutions and the Minnesota Board of Higher Education for this service.

Library Services

Liberty Memorial Building - The highlight of the 1981-83 biennium was the State Library's move from the basement of the Randal Building to the newly remodeled Liberty Memorial Building in the summer of 1982. The building was beautifully restored to its 1920's beauty by highlighting the carved ceilings and refinishing the extensive woodwork throughout the building. The Liberty Memorial Building is not only elegant but very functional and easily accessible to state government employees and the public. The reading area occupies a full floor with areas for individual research and audio visual room for previewing films, filmstrips and microfiche. To increase services to persons working in state government, the hours of the library were changed to 8-6 Monday through Thursday, rather than closing at 5 from Monday through Thursday. The top floor of the building houses 3+1 meeting rooms for use by state agencies. Since their completion in December of 1982 over 2300 people from 32 state agencies have taken advantage of these rooms.

It is a building that the whole state can take pride in. To encourage people, particularly school groups, to get acquainted with the services of the State Library and to admire the Liberty Memorial Building, a volunteer program was established to give tours of the building.

Government Services - The increased visibility of the State Library since moving to the Capitol Grounds has dramatically increased the service given to persons working in state government. Tours for state departments have been an on-going event since moving into the new quarters and requests from state government persons have increased from a monthly average of 50 in the Randal Building to 171 on the Capitol Grounds. The State Library's Government Services Division also has a responsibility to see that the information concerning North Dakota government gets to the people. To this end the State Library and the Legislative Council promoted a program to see that libraries that wished to have the material would receive all bills, journals and the calendars from the 1981 Legislative Session. Four workshops were conducted throughout the state to insure that librarians would know how to use the materials. Evaluations from the project indicate that the Legislative documents were used and appreciated by those communities.

Library Services - OCLC Network Expands - OCLC is an international computerized network that links the collections of 7,000 libraries by author and title. During the 1981-83 biennium, 5 libraries in North Dakota have been added to the OCLC network in the state making a grand total of 22 North Dakota libraries in the system. OCLC is primarily used as a cataloging tool in libraries but as retrospective collections are added to the data base, North Dakota libraries are able to locate books that are in other libraries in the state without going through the State Library. This enables the State Library to concentrate on libraries who do not have OCLC and areas of North Dakota without library service.

Inservice - As the world's knowledge base expands, the level of sophistication of information needs has risen in North Dakota. To meet these needs, the State Library has begun an internal on-going continuing education program to upgrade the information and reference skills of State Library staff.

Statewide Library Development - The State Library has continued the joint sponsorship of, with the North Dakota Library Association, spring workshops for public librarians and trustees each year in two locations in the state. The 1982 program included these topics: Health and Wellness Materials for Public Libraries and Storytelling. The 1983 workshop had an intensive course in reference sources for small and medium-sized libraries and publicity activities for libraries. In the 1981-83 biennium, the State Library also began the Trustee School which has been so successful that plans are being made to expand the topics and hold the school in four locations around the state in 1984. Aimed at the beginning trustee, the two trustee schools have taught library law, statewide networking and library budgeting.

Advisory Council - Under the sponsorship of the North Dakota Governor's Advisory Council on Libraries, the Public Library Planning Committee published North Dakota Library Services to Young Adults and Children, which offers guidelines for service to children for both school and public libraries.

Books by Mail - In January, 1983, the State Library began an experimental "Books by Mail" program in ten counties which do not have library service. This service is contracted with the Grand Forks Public Library which sends a catalog of popular

paperback books to each household in the following counties: Barnes, Benson, Billings, Bottineau, Burke, Cavalier, Dunn, Fremont, Grand Forks, Grant, Mountrail, Nelson, Oliver, Pembina, Sargent, Sheridan, Slope, Steele, Walsh and Ward. It is hoped that this minimal library service will not only publicize the services of the State Library, but also be an incentive to these counties to contract with nearby libraries for more total information service.

Blind and Physically Handicapped Service - Blind/or physically handicapped North Dakotans who cannot read ordinary print material or those who are learning-disabled due to an organic dysfunction, receive library service through a contract with the Dakotas Regional Library for the Handicapped at Pierre, South Dakota. Unlike other North Dakotans who are able to use their local library or the State Library, these persons cannot read conventional media because they cannot see its print or hold it in their hands due to physical disability. They read "talking books" - books and magazines that are recorded on flexible disc or cassette tape. All material - books, magazines, reference services, newsletters and equipment - is loaned free of charge and sent postage-free through the mail. In August, 1981, a .50 FTE consultant was added to the staff of the North Dakota State Library to improve service to North Dakota patrons and to increase usage of the library by North Dakotans. Only 810 North Dakotans were using the library at that time. From August, 1981 to June, 1983, there was an increase of 437 North Dakota patrons of the library facilities. (810 in August, 1981; 1,247 in June, 1983). Much of the increase can be attributed to the outreach and promotional work done to inform North Dakotans of the service. Services to patrons of the Dakotas Regional Library for the Handicapped have also been increased in this biennium. North Dakota volunteers have been recruited to record textbooks for blind and/or physically handicapped school children and to record material on or by North Dakotans. The consultant is also working with state departments and public radio personnel to initiate a radio "talking book and newspaper" reading service in the state.

Library Legislation

Federal Legislation - Federal Funds - The State Library programs and services are heavily dependent on funding from Library Services and Construction Act funds, so it was greatly appreciated that North Dakota's two senators and congressman were of assistance in maintaining a consistent level of funding. In the Spring of 1983, Congress passed the Emergency Jobs Act, P.L.98.8. Included in this bill was $193,636 to be spent on library construction and renovation in North Dakota libraries. Applications for this grant were submitted to the State Library and the Governor's Advisory Council on Libraries to be acted on in the summer of 1983.

State Aid to Public Libraries - State Aid to Public Libraries was funded at the 1981 level of 1.1 million dollars. First passed in the 1979 Legislature, State Aid has been beneficial to both large and small libraries. Grant funds are primarily used for purchasing library materials (49%) and for salaries and wages to staff libraries for longer hours and beginning new programs (45%). One of the primary advantages of State Aid to Public Libraries is that a local government must maintain the same level of support for three consecutive years. Because of this stipulation, communities have not only been reluctant to cut funds to libraries, but have even increased their level of support for libraries. In the April, 1982 election, Jamestown voted to raise their mill levy from three to seven mills and Williston voted a 1.4 million dollar bond issue for a new building. In May, 1983, the city of Mandan voted to raise their mill levy from five to seven mills. State grants have also been a stimulus for several counties and cities to form joint libraries and contract for service in order to take advantage of a broader funding base. The city of Williston and Williams County have formed a joint library board giving the citizens of Williams County the benefit of not only bookmobile service, but an In-Wats line and access to a wider range of books. Mountrail County contracts with Ward County for these same services, plus a books-by-mail program.

STATE LIBRARY STAFF

The North Dakota State Library has 22.00 full-time-equivalent postions authorized by the State Legislature. The persons who served in these positions at the end of the 1981-1983 biennium are as follows:

POSITION	NAME	CLASSIFICATION	F.T.E. %
1	Ruth E. Mahan	Library Director II	100
2	Cynthia C. Larson	Administrative Officer III	100
3	Darrell K. McNamara	Librarian III	100
4	Leeila M. Bina	Librarian II	100
5	Elizabeth A. Sprynczynatyk	Librarian I	100
6	Mary A. Braaten	Librarian II	100
7	Shirley M. Leno	Secretary III	100
8	Elaine K. DeBilzan	Library Associate I	100
9	Cheryl J. Thompson	Library Associate I	100
10	Thelma M. Buchert	Library Associate I	100
11	Beverly A. Carlson	Library Associate I	100
12	Renae L. Gall	Library Associate I	100
13	Susan R. Freier	Library Associate I	100
14	Marie A. Vogel	Library Associate I	100
15	Mary L. Norton	Clerk I	100
16	Susan J. Griffin	Library Associate I	100
17	Tracy A. Podoll	Clerk II	100
18	Vacant	Librarian II	100
19	Vacant	Librarian III	100
20	Alice R. Dewald	Account Clerk	100
21	Not authorized	Maintenance Worker I	32
22	Hazel A. Peterson	Clerk-typist II	50
23	Patricia L. Sandness	Library Associate II	50
24	Sally Oremland	Library Associate Ii	50
25	Not authorized	Librarian III	100
26	Not authorized	Library Technician	100
27	Sally Oremland	Library Associate II	50

STATE LIBRARY COLLECTION

	Added		Withdrawn		Total Collection as of
	1982	1983	1982	1983	6/30/83
Adult Information Books	5,248	4,362	174	34	80,835
Adult Fiction Books	569	581	3	0	9,277
Juvenile Books	19	950	0	0	2,286
Audio Tape Cassettes	595	251	103	8	14,309
Phonotapes	0	0	0	0	8
Video Tape Cassettes	13	0	0	2	261
8mm Films	3	1	20	3	1,178
Slides	3	2	0	0	21
16mm Films	0	0	0	0	40
Filmstrips	31	1	6	3	2,427
Microfilm Reels	11	31	0	0	1,848
Microfiche Cards	289	12	0	0	6,509
State Documents	1,858	1,085	0	0	22,048
Governmental Affairs	0	0	0	0	1,741
Pamphlets & Clippings	2,402	2,105	0	1	17,869
TOTAL	11,041	9,381	306	51	160,657

LOAN OF STATE LIBRARY MATERIALS

Table I

	1983	1982	1981	1980
Adult Books	45,733	39,959	47,014	48,733
Traveling Library Books	225	334	347	678
Juvenile Books	4,678	3,600	3,819	3,298
Audio Tape Cassettes	20,833	18,916	21,133	21,193
Films	1,349	1,258	1,915	2,541
Filmstrips	16,252	16,428	19,615	19,776
Other Audio Visual	4,426	4,196	4,493	2,796
Other Printed	13,111	11,787	11,591	11,501
TOTAL	106,607	96,478	109,927	110,516

Table II

Individuals	53,565	49,012	56,738	59,064
School Libraries	29,926	27,894	28,199	27,699
Public Libraries	17,044	13,031	16,438	15,941
Academic/Special Libraries	1,658	2,757	3,265	2,610
State Departments and Institutions	4,189	3,450	4,940	4,524
Traveling Libraries	225	334	347	678
TOTAL	106,607	96,478	109,927	110,516

CIRCULATION REPORT

July 1, 1981 - June 30, 1982

Circulation (grand total)			96,144
Type of Loan:	Books		43,559
	Adult	39,959	
	Juvenile	3,600	
	Non-book		52,585
	Pamphlets	7,301	
	Cassettes	18,916	
	Filmstrips	16,428	
	Photocopies	4,486	
	Films	1,258	
	Other	4,196	
	Audio-visual		(52,585)

*Special Collections

	Requests	Books
Traveling Library	1	334

*Not counted in above circulation

Circulation to:

	Books	Non-books	Total
Individuals	27,307	21,705	49,012
Libraries (college)	968	1,789	2,757
Libraries (public)	6,743	6,288	13,031
Libraries (school)	7,067	20,827	27,894
State departments and institutions	2,073	1,377	3,450
	42,959	51,986	96,144

Postage:

EIC (Education & Information Center)	$ 344.16
Development & Planning	210.59
Library	9,842.88
Handicapped Services	248.54
	$10,646.17

CIRCULATION REPORT

July 1, 1982 - June 30, 1983

Circulation (grant total)			106,382
Type of Loan: Books		50,411	
	Adult	45,733	
	Juvenile	4,678	
Non-book		55,971	
	Pamphlets	6,778	
	Cassettes	20,833	
	Filmstrips	16,252	
	Photocopies	6,333	
	Films	1,349	
	Other	4,426	
Audio-visual		42,860	

*Special Collections

	Requests	Books
Traveling Library	6	225

*Not counted in above circulation

Circulation to:

	Books	Non-books	Total
Individuals	29,751	23,814	53,565
Libraries (college)	478	1,180	1,658
Libraries (public)	8,659	8,385	17,044
Libraries (school)	8,328	21,598	29,926
State departments and institutions	3,195	994	4,189
	50,411	55,971	106,382

Postage:

Handicapped Services	$ 127.37
Heritage Center	43.70
Library	11,003.01
	$11,174.08

LIBRARY CODE KEY

BSL	North Dakota State Library
BJC	Bismarck Junior College Library
BMC	Mary College Library
BSF	NDSU - Bottineau Branch Library (School of Forestry)
DLC	Lake Region Junior College Library (Devils Lake)
DSC	Dickinson State College Library
NDS	North Dakota State University
UND	University of North Dakota
UNM	UND Medical Library
JC	Jamestown College Library
MYS	Mayville State College Library
MIS	Minot State College Library
VCS	Valley City State College Library
WSS	State School of Science (Wahpeton)
WU	UND - Williston Center
BP	Veterans Memorial Public Library
GCB	Carnegie Bookmobile Library (Grafton)
GP	Grand Forks Public Library
MP	Minot Public Library
WCL	Ward County Library (Minot)
MCMR	McLean-Mercer Regional Library (Riverdale)
WJM	Williston Community Library (Was James Memorial Library)
DLP	Devils Lake Public Library
DP	Dickinson Public Library
JP	Jamestown Public Library
MDP	Mandan Public Library
VCP	Valley City Public Library
WFPL	West Fargo Public Library

Edgeley - South Central Area Library
Jamestown - Stutsman County Library
Mandan - Morton County Library
Wahpeton - Leach Public Library
Bowman - Clara Lincoln Phelan Memorial Library
Carrington - Carrington City Library
Cooperstown - Griggs County Library
Crosby - Divide County Library
Fort Yates - Sioux County Library

Harvey - Harvey Public Library
Hettinger - Adams County Library
Lisbon - Lisbon Public Library
Mayville - Mayville Public Library
Oakes - Oakes School & Public Library
Rugby - Heart of America Library
Steele - Kidder County Library
Watford City - McKenzie County Library
Watford City - Arne "Bob" Sanford Library
Ashley - Ashley Public Library
Beach - Golden Valley County Library
Cando - Cando Public Library
Casselton - Casselton Public Library
Cavalier - Cavalier Public Library
Ellendale - Ellendale Public Library
Enderlin - Enderlin Municipal Library
Glen Ullin - Glen Ullin Public Library
Hankinson - Hankinson Public Library
Hebron - Hebron Public Library
LaMoure - LaMoure School & Public Library
Larimore - Edna Ralston Public Library
Linton - Harry L. Petrie Public Library
Mohall - Mohall Public Library
Mott - Mott Public Library
New Rockford - New Rockford Public Library
New Town - New Town Public Library
Northwood - Northwood City Library
Park River - Park River Public Library
Parshall - Parshall Public Library
Rolla - Rolla Public Library
Stanley - Linson Memorial Library
Tioga - Tioga Community Library
Underwood - Underwood Public Library
Velva - Velva School & Public Library
Walhalla - Walhalla Public Library
Wishek - Wishek Public Library
Carson - Carson Homemakers Library
Drake - Drake Public Library

Edgeley - Edgeley Public Library
Elgin - Elgin Public Library
Finley - Finley Public Library
Flasher - Flasher Public Library
Forman - Forman Public Library
Gackle - Gackle Public Library
Goodrich - Goodrich Public Library
Hope - Hope City Library
Killdeer - Killdeer Public Library
Lakota - Lakota City Library
Leeds - Leeds Public Library
Leonard - Watts Free Library
Lidgerwood - Lidgerwood City Library
Milnor - Clara Satre Memorial Library
Minnewaukan - Minnewaukan Public Library
New England - New England Public Library
Pembina - Pembina Public Library
Rolette - Rolette Public Library
Scranton - Scranton Public Library
Sheyenne - Sheyenne Public Library
Towner - Towner Public Library
Turtle Lake - Turtle Lake Public Library

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1982 Report

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
BOOKS:								
MINITEX	516	151	310		18	479	37	1869
BSL	1878		1517	322	30	1869	9	9495
BJC	180	35	76	28	1	140	40	152
BMC	294	82	84	47	6	219	75	355
BSF	7	1	2	3	1	7		81
DLC	18	10	3			13	5	5
DSC	174	33	42	60		135	39	281
NDS	977	114	123	4	7	248	729	411
UND	1961	291	514	2	23	830	1131	881
UNM	6	3	3			6		29
JC	245	56	99	20	2	177	68	168
MYS	37	13	7	10		30	7	44
MIS	289	38	95	98	2	233	56	299
VCS	156	40	48	5		93	63	249
WSS	65	28	14	7		49	16	538
WU	1		1			1		2
OUT OF STATE	189	124	25			149	40	170
ACAD. TOTAL FOR BOOKS	6993	1019	2963	606	90	4678	2315	15029
MATERIALS:								
MINITEX	467	7	359		77	443	24	1191
BSL	1097		883	197	13	1093	4	4456
BJC	26	10	7	5		22	4	86
BMC	182	60	7	94		161	21	134
BSF	1		1			1		21
DLC	7	5	2			7		1
DSC	165	12	4	133		149	16	49
NDS	21	16	1			17	4	277
UND	52	29	1			30	22	197
UNM	4			4		4		24
JC	58	7	1	49		57	1	46
MYS	11			11		11		9
MIS	252	48	2	183	1	234	18	129
VCS	37	15	1	21		37		35
WSS	23	12		10		22		110
WU	16	16				16		
OUT OF STATE	50	29	3		4	36	14	246
ACAD. TOTAL FOR MATERIALS	2469 9462	266 1285	1272 4235	707 1313	95 185	2340 7018	129 2444	7011 22040

NORTH DAKOTA STATE LIBRARY REQUEST REPORT, Fiscal 1982 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY: STATE LIBRARY	WITHIN STATE	OUTSIDE	TOTAL	REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
BOOKS BRIGGS CO.	191	102	46	1		149	42	
DIVIDE CO.	238	140	62	1	2	205	33	
OLP	401	209	110	20	1	340	61	32
ADAMS CO.	67	45	15			60	7	
STUTSMAN CO.	3	1	2			3		
H. OF AMER.	220	129	45	5		179	41	
KIDDER CO.	188	138	24		2	164	24	
VCP	343	96	122	29	3	250	93	34
LEACH PUB.	175	102	48	1	1	152	23	3
WFPL	50	40	5			45	5	
CLASS III TOTAL FOR BOOKS	1876	1002	479	57	9	1547	329	69
MATERIALS: BRIGGS CO.	40	36				36	4	
DIVIDE CO.	48	31	7			38	10	
OLP	62	43	3			46	16	2
ADAMS CO.	29	18	11			29		
STUTSMAN CO.	9	9				9		
H. OF AMER.	37	21	12	1	2	36	1	
KIDDER CO.	25	22				22	3	
VCP	29	20	7	1		28	1	2
LEACH PUB.	25	21	1			22	3	
WFPL	14	10				10	4	
CLASS III TOTAL MATERIALS	318	231	41	2	2	276	42	4
BOOKS FOR ONDPL	2328	1463	412	73	8	1956	372	
MATERIALS FOR ONDPL	771	459	50	149	14	672	99	
CLASS IV TOTAL	3099	1922	462	222	22	2628	471	
BOOKS FOR HIGH SCH.	3625	3274	146	4	2	3426	199	
MATERIALS FOR HIGH SCHOOLS	2301	1898	104	10	3	2015	286	
BOOKS FOR EL. SCHOOLS	325	258	5			263	62	
MATERIALS FOR EL.SCH.	992	868				858	124	
PUBLIC SCHOOL TOTAL	7243	6298	255	14	5	6572	671	
PAGE I TOTAL	9462	1285	4235	1313	185	7018	2444	22,040
PAGE II TOTAL	8587	3218	218	1310	76	6786	1801	2,675
P. III TOTAL	12536	9453	1237	295	38	11023	1513	73
REPORT TOTAL	30585	13956	7654	2918	299	24827	5758	24788

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NORTH DAKOTA STATE LIBRARY REQUEST REPORT, Fiscal 1982 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY: STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL	REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
BOOKS:								
BP	899	217	273	301	10	801	98	1250
FP	865	233	271	191	3	698	167	140
GCB	1128	403	332	40	5	780	348	1
GP	292	78	102	51	6	237	55	449
MP	1474	401	394	317	37	1149	325	277
CLASS I TOTAL FOR BOOKS	4658	1332	1372	900	61	3665	993	2117
MATERIALS:								
BP	131	58	3	58		119	12	109
FP	129	67	5	23		95	34	28
GCB	208	117	3	1		121	87	
GP	78	51		1		52	26	12
MP	295	70	15	165		250	45	17
CLASS I TOTAL FOR MATERIALS	841	363	26	248		637	204	166
BOOKS:								
DPL	295	140	72	14	1	227	68	28
SCA	145	76	33		1	110	35	
JP	514	196	172	17		385	129	133
MDP	619	303	181	33	5	522	97	155
WCL	67	47	12			59	8	
MCMR	402	214	135	6	2	357	52	
WJM	632	214	158	83	5	460	172	60
WPRL								
CLASS II TOTAL FOR BOOKS	2681	1190	763	153	14	2120	561	376
MATERIALS:								
DPL	52	37	4	1		42	10	
SCA	94	85	7			92	2	
JP	48	42	1			43	5	6
MDP	76	62	2	2	1	67	9	5
WCL								
MCMR	40	28	5			33	7	
WJM	97	79	2	6		87	10	4
WPRL								
CLASS II TOTAL FOR MATERIALS	407 8507	333 3218	21 2182	9 1310	1 76	364 6786	43 1801	16 2675

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1982 Report

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN

	BOOKS	MATERIALS	TOTAL
Interlibrary Loan	22,486	8,130	30,616
Mail	3,905	559	4,464
Telephone	2,598	422	3,020
Walk-in	9,277	25	9,302
GRAND TOTAL	38,266	9,136	47,402

TELETYPE INTERLIBRARY LOAN ACTIVITY - Fiscal 1982

	BSL	BJC	BMC	BP	DLP	DSC	FP	NDS	GCB	GP	UND	JP	JC	MAP	MP	MIS	VCS	WSS	WJM
BISMARCK PUBLIC LIB.	778	16	55		1	12	3	39	0	2	58	2	[illegible]		5	16	9	12	1
RQ's SENT TO	609	19	69	X	11	18	45	38	47	16	59	16	12	29	53	18	6	11	17
RQ's REC'D FROM	1387	35	124		12	30	48	77	47	18	117	18	21	32	58	34	15	23	18
BISMARCK JR. COL.	155	X	20	9	0	23	0	16	0	0	12	0	2	1	0	14	1	10	0
RQ's SENT TO	145		45	24	4	8	12	18	6	1	71	4	6	6	13	13	1	0	6
RQ's REC'D FROM	300		65	33	4	31	12	34	6	1	83	4	8	7	13	27	2	10	6
MARY COLLEGE LIB.	324	36	X	92	0	64	4	52	0	0	112	0	58	2	2	72	28	17	0
RQ's SENT TO	247	15		75	7	15	21	38	27	6	117	8	22	11	31	22	6	10	9
RQ's REC'D FROM	571	51		167	7	79	25	90	27	6	229	8	80	13	33	94	34	27	9
DEVILS LAKE PUBLIC	319				2														
RQ's SENT TO	2	X	X	X	3	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RQ's REC'D FROM	321				5														
DICKINSON ST. COL.	121	23	63	32	2	5	7	15	17	1	72	5	32	17	12	45	16	9	
RQ's SENT TO	67	3	16	12	0	3	0	71	3	3	75	2	9	14	1	49	11	13	X
RQ's REC'D FROM	188	26	79	44	2	8	7	86	20	4	147	7	41	31	13	94	27	22	
FARGO PUBLIC LIB.	936		2	10	2	0		37	0	3	21	0		0	0		1	13	0
RQ's SENT TO	88	X	3	6	7	4	X	23	23	4	8	7	X	4	16	X	6	2	3
RQ's REC'D FROM	1024		5	16	9	4		50	23	7	29	7		4	16		7	15	3
N.D. STATE UNIV.	986	11	40	51	1	13	25	27	0	1	1170	2	7	0	0	60	15	89	2
RQ's SENT TO	425	15	70	84	17	82	62	23	58	6	943	29	90	7	59	85	41	28	19
RQ's REC'D FROM	1411	26	110	135	18	95	87	50	58	7	2113	31	97	7	59	145	56	117	21
CARNEGIE BOOKMOBILE L.	1270		17	6	2	9	7	43		14	22	1	26		5	14	86	136	
RQ's SENT TO	0	X	0	0	0	0	0	0	X	0	0	0	0	X	0	0	0	0	X
RQ's REC'D FROM	1270		17	6	2	9	7	43		14	22	1	26		5	14	86	136	
GRAND FORKS PL.	315	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RQ's SENT TO	164	2	2	15	7	1	15	4	67	1	15	21	1	10	26	1	1	1	7
RQ's REC'D FROM	479	2	2	15	7	1	15	4	67	1	15	21	1	10	26	1	1	1	7
UNIV. OF N.D.	2077	66	102	42	5	51	2	835	0	3	0	5	51	0	14	363	90	146	18
RQ's SENT TO	653	37	179	156	21	94	83	1413	83	14	1	39	138	34	146	246	51	48	54
RQ's REC'D FROM	2730	103	281	198	26	145	85	2248	83	17	1	44	189	34	160	609	141	194	72

TELETYPE INTERLIBRARY LOAN ACTIVITY - Fiscal 1982 (cont.)

	BSL	BJC	BMC	BP	DLP	DSC	FP	NDS	GCB	GP	UND	JP	JC	MAP	MP	MIS	VCS	WSS	WJM
JAMESTOWN PUBLIC L.	566	0	0	9		0	3	22	0		1		0		4	1	1	1	1
RQ's SENT TO	26	1	1	2	X	1	2	2	5	X	3	X	2	X	3	48	2	1	4
RQ's REC'D FROM	592	1	1	11		1	5	24	5		4		2		7	49	3	2	5
JAMESTOWN COL. LIB.	278	0	25	5		28	0	66	0	0	119	1		0	0	38	18	21	0
RQ's SENT TO	68	2	56	19	X	11	5	11	35	4	63	0	X	3	4	8	14	22	1
RQ's REC'D FROM	346	2	81	24		39	5	77	35	4	182	1		3	4	46	32	43	1
MANDAN PUBLIC L.	463	4	8	73	2	2	8	3	7	9	15	10	2	2	9	2	1	21	2
RQ's SENT TO	137	4	3	21	2	4	5	1	5	3	13	5	0	0	10	1	6	9	2
RQ's REC'D FROM	600	8	11	94	4	6	13	4	12	12	28	15	2	2	19	3	7	30	4
MINOT PL.	1584	2	8	17	8	3	5	34	3	5	52	0		0		20	6	8	2
RQ's SENT TO	251	0	1	2	0	0	0	0	5	0	1	4	X	1	X	9	0	0	10
RQ's REC'D FROM	1835	2	9	19	8	3	5	34	8	5	53	4		1		29	6	8	12
MINOT ST. COL.	174	0	1	1	0	8	0	26	0	0	73	1	2	0	2		6	13	0
RQ's SENT TO	69	4	39	20	6	17	1	11	14	2	141	1	22	12	14	X	1	5	5
RQ's REC'D FROM	243	4	40	21	6	25	1	37	14	2	214	2	24	12	16		7	18	5
VALLEY CITY S.C.	193	2	3	2	0	7	2	32	0	0	29	2	21	0	0	10		11	0
RQ's SENT TO	134	3	43	23	7	13	15	25	105	17	128	10	27	11	21	23	X	3	8
RQ's REC'D FROM	327	5	46	25	7	20	17	57	105	17	157	12	48	11	21	33		14	8
STATE SCH. OF SCI.	121	0	10	16	0	8	2	15	1	1	51	0	20	0	2	11	1		0
RQ's SENT TO	499	13	23	31	4	12	23	97	173	9	171	11	21	11	27	35	12	X	47
RQ's REC'D FROM	620	13	33	47	4	20	25	112	174	10	222	11	41	11	29	46	13		47
JAMES MEMORIAL-W	721	4		3			1	12	0		17				8	15		36	0
RQ's SENT TO	60	5	X	0	X	X	0	1	1	X	0	X	X	X	5	2	X	0	11
RQ's REC'D FROM	781	9		3			1	13	1		17				13	17		36	11

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 Report

NAME OF LIBRARY	REQUESTS RECEIVED FROM:	REQUESTS FILLED BY					REQUEST NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
BOOKS:								
MINITEX	691	206	370		81	657	34	2381
BSL	2692		2053	574	26	2653	39	9885
BJC	109	38	31	23		92	17	119
BMC	173	55	31	51		137	36	361
BSF	22	6	13	2		21	1	24
DLC	42	13	20	3		36	6	4
DSC	108	22	21	57	1	101	7	348
NDS	133	110	12		1	123	10	323
UND	1592	191	268		21	480	1112	1083
UNM	1	1				1		55
JC	105	28	24	23	3	78	27	252
MYS	55	11	15	26		52	3	199
MIS	145	27	40	49	5	121	24	257
VCS	227	59	106	24		189	38	329
WSS	34	21	10		1	32	2	596
WU								3
OUT OF STATE	429	289		1	2	292	137	274
ACAD. TOTAL FOR BOOKS	6558	1077	3014	833	141	5065	1493	16493
MATERIALS:								
MINITEX	391	25	285	20	52	382	9	1161
BSL	1412	189	917	277	26	1409	3	4080
BJC	47	36	1	8		45	2	85
BMC	294	114	10	148		272	22	130
BSF	7	1		5		6	1	3
DLC	11	3	4	4		11		1
DSC	159	36	7	111		154	5	101
NDS	17	14	1			15	2	339
UND	9	9				9		273
UNM								71
JC	119	4	6	92	13	115	4	64
MYS	17	2	1	10	1	14	3	5
MIS	223	29	11	138	32	210	13	148
VCS	34	4	1	24	2	31	3	66
WSS	28	5	2	16	2	25	3	142
WU	18	18				18		15
OUT OF STATE	46	31			6	37	9	237
ACAD. TOTAL FOR MATERIALS	2832 9443	520 1650	1246 4260	853 1686	134 275	2753 7871	79 1572	6921 23414

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
BOOKS:								
BP	866	187	176	395	13	771	95	885
FP	893	241	271	209	12	733	160	72
GCB	826	326	256	33	9	624	202	
GP	402	112	119	98	2	331	71	367
MP	1325	371	368	284	11	1034	291	222
WCL	137	55	40	2	2	99	38	
MCMR	644	266	216	7	11	500	144	
WJM	637	222	173	54	4	453	184	69
CLASS I TOTAL FOR BOOKS	5730	1780	1619	1082	64	4545	1185	1615
MATERIALS:								
BP	100	12	3	80		95	5	69
FP	121	55	6	33		94	27	32
GCB	126	77	4	1		82	44	
GP	70	49	1			50	20	13
MP	279	137	7	92		236	43	4
WCL	8	4				4	4	
MCMR	51	44	1	1	1	47	4	
WJM	116	99	1			100	16	4
CLASS I TOTAL FOR MATERIALS	871	477	23	207	1	708	163	122
BOOKS:								
BOTTINEAU COUNTY LIB	42	25	7			32	10	
DLP	584	279	132	54	2	467	117	35
DP	283	156	67	10	3	236	47	23
S CENTRAL AREA LIB	140	68	42		2	112	28	
JP	604	244	185	26	4	459	145	93
STUTSMAN CO					2			
MDP	736	275	222	89	5	593	113	136
MORTON CO	12	9	2			11	1	
VCP/BARNES	546	174	180	38	5	397	149	32
LEACH PUB	160	100	34	11	2	147	13	
WFPL	52	29	10		1	40	12	
CLASS II TOTAL FOR BOOKS	3159	1359	881	228	26	2494	665	319

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
MATERIALS:								
BOTTINEAU COUNTY LIB	6	6				6		
DLP	78	52	2	5		59	19	2
DP	57	33	10		2	45	12	
S CENTRAL AREA LIB	48	47				47	1	
JP	67	54	2			56	11	5
STUTSMAN CO								
MDP	132	76	7	5		88	23	10
MORTON CO	1	1				1		
VCP/BARNES	75	60	4	3		67	8	1
LEACH PUB	21	20				20	1	
WFPL	2	2				2		
CLASS II TOTAL FOR MATERIALS	487	351	25	13	2	391	75	18
BOOKS:								
BOWMAN	39	30	5	1		36	3	
CARRINGTON	60	45	5			50	10	
GRIGGS CO	125	76	26		2	104	21	
DIVIDE CO	155	100	28	1		129	26	
SIOUX CO						100		
HARVEY	116	77	19	2	2		16	
ADAMS CO	70	31	17			48	22	
LISBON	178	95	36	5		136	42	
MAYVILLE	39	30	6			36	3	
OAKES	45	39	4			43	2	
H OF AMER.	233	114	65	16	3	198	35	
KIDDER CO	240	143	52	3		198	42	
MCKENZIE CO	9	9				9		
WATFORD CITY	84	58	17		1	76	8	
CLASS III TOTAL FOR BOOKS	1393	847	280	28	8	1163	230	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
MATERIALS:								
BOWMAN	3	2	1			3		
CARRINGTON	13	13				13		
GRIGGS CO	58	46	7			53	5	
DIVIDE CO	27	18	1			19	8	
SIOUX CO	8	3	5			8		
HARVEY	15	12	1		1	14	1	
ADAMS CO	11	7	3			10	1	
LISBON	19	17	1			18	1	
MAYVILLE	1						1	
OAKES	8	5				5	3	
H OF AMER.	68	52	5	4		61	7	
KIDDER CO.	13	11				11	2	
MCKENZIE CO								
WATFORD CITY	21	19				19	2	
CLASS III TOTAL FOR MATERIALS	265	205	24	4	1	234	31	
ASHLEY	19	18	1			19		
BEACH	49	26	5			31	18	
CANDO								
CASSELTON	28	23	3			26	2	
CAVALIER	41	30	1		4	35	6	
ELLENDALE	33	12	10	6	1	29		
ENDERLIN	136	77	20	13	2	112	28	
GLEN ULLIN	3	2	1			3		
HANKINSON	99	62	22	1		85	12	
HEBRON	2		1			1	1	
LAMOURE	69	43	12	1		56	13	
LARIMORE	1	1				1		
LINTON	36	31	2	1		34	2	
MOHALL	14	6	7			13	1	
MOTT	15	13		1		11	1	
NEW ROCKFORD	11	9		1		10	1	
CLASS IV SUB TOTAL FOR BOOKS	586	383	85	24	7	499	87	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
~~SUB TOTAL CONT CLASS~~ IV BOOKS:								
NEW TOWN	36	17	7			24	12	
NORTHWOOD								
PARK RIVER	1	1				1		
PARSHALL	1		1			1		
ROLLA	36	16	10			26	10	
STANLEY	33	20	9			29	4	
TIOGA	5	5				5		
UNDERWOOD	24	18	5			23	1	
VELVA	62	38	10	1		49	13	
WALHALLA	6	1	5			6		
WISHEK	20	11	1	1		13	7	
CLASS IV TOTAL FOR BOOKS	224	127	48	2		177	47	
MATERIALS:								
ASHLEY	1	1				1		
BEACH	5	2				2	3	
CANDO								
CASSELTON	13	7				7	6	
CAVALIER	4	2	1		1	4		
ELLENDALE	13	6	3			9	4	
ENDERLIN	34	23	1	2		26	8	
GLEN ULLIN	6	6				6		
HANKINSON	7	3	3			6	1	
HEBRON								
LAMOURE	31	25	1			26	5	
LARIMORE								
LINTON	8	6	1			7	1	
MOHALL	4	4				4		
MOTT	16	11		1		13	4	
NEW ROCKFORD	1	1				1		
CLASS IV SUB TOTAL FOR MATERIAL	143	97	10	3	1	111	32	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
SUB TOTAL								
CONT CLASS IV MATERIALS:								
NEW TOWN	6	6			-	6		
NORTHWOOD								
PARK RIVER	11	8				8	3	
PARSHALL								
ROLLA	9	4	1	2		7	2	
STANLEY	10	6	2			8	2	
TIOGA								
UNDERWOOD	1	1				1		
VELVA	32	24	2			26	6	
WALHALLA								
WISHEK	2	2				2		
CLASS IV TOTAL FOR MATERIALS	71	51	5	2		58	13	
BOOKS:								
CARSON	2	1				1	1	
DRAKE								
EDGELEY	4	3				3	1	
ELGIN	3	3				3		
FINLEY								
FLASHER	19	18				18	1	
FORMAN								
GACKLE								
GOODRICH								
HOPE	22	13	5			18	4	
KILLDEER	2	2				2		
LAKOTA	5	1				1	4	
LEEDS	3	3				3		
LEONARD	1		1			1		
LIDGERWOOD	5	4				4	1	
MILNOR	93	13	28	4		75	18	
CLASS V SUB TOTAL FOR BOOKS	139	91	35	7		129	30	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

NAME OF LIBRARY	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
SUB TOTAL	89	38	29	3		70	19	
CONT CLASS V BOOKS:								
MINNEWAUKAN	18	14	2			16	2	
NEW ENGLAND	14	11	1			12	2	
PEMBINA								
ROLETTE								
SCRANTON								
SHEYENNE								
TOWNER	3		2			2	1	
TURTLE LAKE	2	2				2		
CLASS V TOTAL FOR B	126	65	34	3		102	24	
MATERIALS:								
CARSON	1	1				1		
DRAKE								
EDGELEY	1	1				1		
ELGIN								
FINLEY								
FLASHER	4	4				4		
FORMAN	2	2				2		
GACKLE								
GOODRICH								
HOPE	3	2	1			3		
KILLDEER								
LAKOTA	2	2				2		
LEEDS								
LEONARD								
LIDGERWOOD	3	3				3		
MILNOR	24	21				21	3	
MINNEWAUKAN	3	3				3		
NEW ENGLAND	8	8				8		
PEMBINA								
ROLETTE								
SCRANTON	1	1				1		
SHEYENNE								
TOWNER								
TURTLE LAKE	2	1				1	1	
CLASS V TOTAL FOR MATERIALS	54	49	1			50	4	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

BOOKS & MATERIALS FOR ONDPL	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
STANDING ROCK CC	9	2	2	4		8	1	
TBI	107	52	28	7		87	20	
ST. LUKES HOSP.	39	8	5	16	1	30	9	
FT. YATES CC	34	26	3	1		30	4	
GRAND FORKS AFB	113	50	16	14		80	40	
ND STATE HOSP.	22	5	12	1	1	19	3	
MINOT AFB	189	67	60	16		143	61	
TURTLE MT. CC	13		2	11		13		
JAMESTOWN HOSP.	8	4	3		1	8		
DAKOTA HOSPITAL	1	1				1		
TOTAL	cont.	cont.	cont.	cont.	cont.	cont.	cont.	
MATERIALS								
STANDING ROCK CC	7	3				3	4	
TBI	36	15	11	7		35	1	
ST. LUKES HOSP.	63		16	45		61	2	
FT. YATES CC	18	18				18		
GRAND FORKS AFB	13	6		5		11	2	
ND STATE HOSP.	15	12		1	2	15		
MINOT AFB	64	27	7	15	3	52	12	
TURTLE MT. CC	14	4	3	7		14		
JAMESTOWN HOSP.	18	16				16	2	
TOTAL	cont.	cont.	cont.	cont.	cont.	cont.	cont.	
BOOKS FOR HIGH SCHOOL	3892	3522	150	6	2	3680	212	
MATERIALS FOR HIGH SCHOOL	2290	2011	75	10		2096	194	
BOOKS FOR ELEM. SCHOOLS	563	487	19			506	57	
MATERIALS FOR ELEM. SCHOOLS	704	594				594	110	
PUBLIC SCHOOL TOTAL	7449	6614	244	16	2	6876	573	

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

BOOKS & MATERIALS FOR ONDPL	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
ONDPL	174	129	24	6	4	161	25	
JAMESTOWN NPW	4	1	1	2		4		
TOTAL	713	345	156	78	7	584	163	
MATERIALS								
ONDPL	71	45	22	1		68	3	
JAMESTOWN NPW	33		5	28		32	1	
ST. JOSEPHS	2			2		2		
ASSUMPTION COLL.	1						1	
NORTHWEST BIBLE	1		1			1		
TOTAL	354	146	65	111	5	326	28	
BOOKS FOR HIGH SCHOOL								
MATERIALS FOR HIGH SCHOOL								
BOOKS FOR ELEM. SCHOOLS								
MATERIALS FOR ELEM. SCHOOLS								
PUBLIC SCHOOL TOTAL								

NORTH DAKOTA NETWORK FOR KNOWLEDGE - Fiscal 1983 (cont.)

	REQUESTS RECEIVED FROM	REQUESTS FILLED BY					REQUESTS NOT FILLED	REQUESTS FILLED BY LIBRARY
		STATE LIBRARY	WITHIN STATE	MINITEX	OTHER	TOTAL		
PAGE 1 TOTAL	9407	1650	4160	1751	275	7836	1571	23295
PAGE 2 TOTAL	6770	3616	2533	1517	91	7843	2013	1989
PAGE 3 TOTAL	1880	1198	305	41	10	1554	326	18
PAGE 4 TOTAL	1009	588	109	28	8	874	136	
PAGE 5 TOTAL	431	287	58	5	1	351	80	
PAGE 6 TOTAL	248	153	39	7		199	49	
PAGE 7 TOTAL	91	76	6			82	9	
PAGE 8 TOTAL	8530	7118	464	443	28	9205	1080	2100
REPORT TOTAL	28366	14686	7674	3792	413	27944	5264	27402

NORTH DAKOTA NETWORK FOR KNOWLEDGE

Fiscal 1983 Report

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN

	BOOKS	MATERIALS	TOTAL
Interlibrary Loan	23,387	8,151	31,538
Mail	4,976	478	5,454
Telephone	4,166	231	4,397
Walk-in	14,265	16	14,281
GRAND TOTAL	46,794	8,876	55,670

TELETYPE INTERLIBRARY LOAN ACTIVITY - Fiscal 1983

	BSL	BJC	BMC	BP	DLP	DSC	FP	NDS	GCB	GP	UND	JP	JC	MAP	MP	MIS	VCS	WSS	WJM
BISMARCK PUBLIC LIB.	839	15	67		4	36	2	38	10	4	125	2	18	3	8	35	28	55	1
RQ's SENT TO	545	9	91		16	73	23	51	56	11	84	23	14	65	57	28	19	27	33
RQ's REC'D FROM	1384	24	158		20	109	25	89	66	15	209	25	32	68	65	63	47	82	34
BISMARCK JR. COL.	111		27	32	2	17	0	39	0	0	33	0	3	0	1	17	6	23	0
RQ's SENT TO	170		54	23	2	10	3	21	3	4	45	4	5	6	8	9	8	3	6
RQ's REC'D FROM	281		81	55	4	27	3	60	3	4	78	4	8	6	9	26	14	26	6
MARY COLLEGE LIB.	208	42		116	0	101	2	122	1	3	205	1	120	5	11	122	43	32	1
RQ's SENT TO	260	22		86	2	20	15	79	7	5	143	9	43	8	22	27	6	16	8
RQ's REC'D FROM	468	64		202	2	121	17	201	8	8	348	10	163	13	33	149	49	48	9
DEVILS LAKE PUBLIC	570																		
RQ's SENT TO	16																		
RQ's REC'D FROM	586																		
DICKINSON ST. COL.	256	13	111	57	3		11	18	7	3	114	9	24		17	38	22	13	
RQ's SENT TO	64	7	24	42	2		1	130	2	9	89	0	17		2	25	11	30	
RQ's REC'D FROM	320	20	135	99	5		12	148	9	12	203	9	41		19	63	33	43	
FARGO PUBLIC LIB.	935		0	7	0			16	0	0	20	0	0	0	0		1	8	
RQ's SENT TO	51		1	1	4			21	3	1	10	4	1	5	2		6	2	
RQ's REC'D FROM	986		1	8	4			37	3	1	30	4	1	5	2		7	10	
N.D. STATE UNIV.	126	19	68	48	1	19	34		0	0	1903	2	30	0	2	54	30	81	0
RQ's SENT TO	393	53	197	89	13	97	51		6	4	1363	23	83	13	10	106	56	37	12
RQ's REC'D FROM	519	72	265	137	14	116	85		6	4	3266	25	113	13	12	160	86	118	12
CARNEGIE BOOKMOBILE L.	883			3						4	2							9	
RQ's SENT TO	0			0						0	0							0	
RQ's REC'D FROM	883			3						4	2							9	
GRAND FORKS PL.	428		0	0	0	0	0	0	0		0	0		0	0	0	0	0	0
RQ's SENT TO	194		3	21	2	6	16	4	29		23	11		17	24	4	4	2	11
RQ's REC'D FROM	622		3	21	2	6	16	4	29		23	11		17	24	4	4	2	11
UNIV. OF N.D.	1651	46	146	111	1	245	31	820	0	13		1	232	0	1	253	156	258	0
RQ's SENT TO	1028	40	313	226	30	388	86	1520	53	37		50	158	62	154	308	85	65	55
RQ's REC'D FROM	2679	86	459	337	31	633	117	2400	53	50		51	390	62	155	561	241	323	55

TELETYPE INTERLIBRARY LOAN ACTIVITY - Fiscal 1983 (cont.)

	BSL	BJC	BMC	BP	DLP	DSC	FP	NDS	GCB	GP	UND	JP	JC	MAD	MP	MIS	VCS	WSS	WJM
JAMESTOWN PUBLIC L.	553	12	8	2		3	1	16	0		10		2	1	0	8	5	1	1
RQ's SENT TO	13	26	12	7		0	3	2	1		3		0	3	4	31	1	0	2
RQ's REC'D FROM	566	38	20	9		3	4	18	1		13		2	4	4	39	6	1	3
JAMESTOWN COL. LIB.	198	7	46	10	0	23	0	70	1	28	155	0		0	0	29	17	35	1
RQ's SENT TO	161	8	107	26	8	16	17	20	7	17	177	11		8	10	39	29	23	5
RQ's REC'D FROM	359	15	153	36	8	39	17	90	8	45	332	11		8	10	68	46	58	6
MANDAN PUBLIC L.	483	3	15	48	2	3	3	3	3	15	25	6	2		6	3	5	12	0
RQ's SENT TO	161	4	4	29	1	2	1	4	3	7	14	4	0		6	2	2	5	1
RQ's REC'D FROM	644	7	19	77	3	5	4	7	6	22	39	10	2		12	5	7	17	1
MINOT PL.	1270	4	7	27	2	1	1	8		3	66	1		0		20	1	3	1
RQ's SENT TO	188	0	4	1	0	1	2	0		1	0	1		1		3	0	0	1
RQ's REC'D FROM	1458	4	11	28	2	2	3	8		4	66	2		1		23	1	3	2
MINOT ST. COL.	155	10	8	17		18	0	84	0	0	146	0	15	0	2		14	9	0
RQ's SENT TO	151	20	52	32		18	7	42	7	4	131	9	13	4	15		16	14	6
RQ's REC'D FROM	306	30	60	49		36	7	126	7	4	277	9	28	4	17		30	23	6
VALLEY CITY S.C.	237	5	4	3	0	20	4	31	1	0	48	0	25	0	1	27		6	0
RQ's SENT TO	237	6	51	35	5	7	18	29	7	10	164	23	19	5	23	24		14	14
RQ's REC'D FROM	474	11	55	38	6	27	22	60	8	10	212	23	44	5	24	51		20	14
STATE SCH. OF SCI.	64	1	6	28	1	19	8	45	1	0	40	0	26	0	0	19	12		0
RQ's SENT TO	608	19	55	82	3	38	19	91	24	7	254	13	35	11	16	15	6		31
RQ's REC'D FROM	672	20	61	110	4	57	27	136	25	7	294	13	61	11	16	34	18		31
JAMES MEMORIAL-W	697	1		3		0		6			15			0	0	4		19	
RQ's SENT TO	60	0		0		1		0			0			1	1	3		5	
RQ's REC'D FROM	757	1		3		1		6			15			1	1	7		24	

BEST AVAILABLE COPY

NORTH DAKOTA STATE LIBRARY

Expenditures 7-1-81 to 6-30-83

	Fiscal Year 1982	Fiscal Year 1983	Biennial Total
SALARIES & WAGES (total)	$ 374,297	$ 399,009	$ 773,306
OPERATING EXPENSES			722,594
Travel	6,175	7,090	13,265
Advisory Council Expenses	5,495	4,950	10,451
Utilities	10,909	-0-	10,909
Building Rent	59,618	-0-	59,618
Rents	8,054	10,299	18,353
Communications	32,880	34,240	67,120
Service Contracts	37,505	44,948	82,453
S.D. Blind Contracts	65,000	65,000	130,000
Other Fees & Services ...	8,945	9,255	18,200
Printing	14,860	9,340	24,200
Books and Materials	74,426	72,986	147,412
Audio Visual	5,808	79,919	85,727
Periodicals & Subscriptions	12,500	14,500	27,000
Professional Development .	4,453	7,861	12,314
Miscellaneous Materials ..	7,455	8,117	15,572
	$ 354,083	$ 368,511	$ 722,594
CENTRAL DATA PROCESSING ..	$ 4,803	$ 3,107	$ 7,910
EQUIPMENT	833	10,282	11,115
GRANTS	25,000	25,000	50,000
STATE AID	550,000	550,000	1,100,000
			$2,664,925

NORTH DAKOTA STATE LIBRARY

Library Services & Construction Act Grants

INSTITUTIONAL GRANTS	Fiscal Year 1982	Fiscal Year 1983	Biennial Total
State Industrial School	$ 3,415	$ 4,800	$ 8,215
Soldier's Home	1,985	700	2,685
School for the Deaf	5,000	4,250	9,250
Grafton State School	3,000	3,000	6,000
State Hospital	5,600	6,000	11,600
School for the Blind	3,000	4,250	7,250
San Haven Hospital School	3,000	2,000	5,000
TOTAL INSTITUTIONAL GRANTS	$25,000	$25,000	$50,000

NORTH DAKOTA STATE LIBRARY

Department Status Report

ACCOUNT DESCRIPTION	PERCENT COL/EXP	ORIGINAL AMOUNT	ADJUSTED AMOUNT	BIENNIUM TO DATE REV/EXP	APPROPRIATION BALANCE
Revenues	79	929,824	929,824	742,834	186,990
Transfer from 001	98	2,019,873	1,960,026	1,922,091	37,935
TOTAL		2,949,697	2,889,850	2,664,925	224,925
Salaries & Wages	81	986,136	946,789	773,306	173,483
Operating Expenses	94	773,211	767,211	722,594	44,617
Central Data Processing	58	26,600	13,600	7,910	5,690
Equipment	90	13,750	12,250	11,115	1,135
Grants	100	50,000	50,000	50,000	-0-
Grants to Public Libraries	100	1,100,000	1,100,000	1,100,000	-0-
TOTAL		2,949,697	2,889,850	2,664,925	224,925

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-81 to 6-30-83

PROGRAM	BIENNIAL TOTAL
#620 - Business Office	
Salaries & Wages (total)	$ 117,192
Operating Expenses	
Travel	569
Utilities	1,090
Rent	7,719
Repairs	520
Professional Fees	1,775
Insurance	90
Professional Development	2,630
Office - Library Supplies	1,584
Printing	310
Fuel, Oil, Vehicle Repair Parts	1,200
Miscellaneous	1,107
TOTAL	$ 18,594
Equipment (total)	2,183
GRAND TOTAL	$ 137,969

Program 6200 is the State Library's business office. It's primary functions include: being the LSCA (Library Services and Construction Act) coordinator; writing the State Plan, the annual report, and handling federal grant monies; writing the State biennial budget; monitoring the budget and assisting public librarians with their local budgets; writing the agency's personnel plans and maintaining payroll and personnel files; compiling and publishing statewide library statistics; administering the general fund state aid grants; and handling related business matters.

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-81 to 6-30-83

PROGRAM	BIENNIAL TOTAL
#710 - Statewide Service	
Salaries & Wages (total)	$ 457,418
Operating Expenses	
Travel	9,080
Utilities	8,729
Rent	62,761
Communications	53,304
Data Processing	3,928
Service Contracts	82,453
Professional Development	9,324
Printing	12,144
Books and Materials	138,979
Audio-visual	85,727
Periodicals	24,417
Miscellaneous Fees & Services	15,336
TOTAL	506,182
Equipment (total)	8,767
GRAND TOTAL	$ 972,367

Program 7100 includes our interlibrary loan service, loaning of materials to the public, reference services, acquisition and book processing, and library coordination by the State Librarian of all statewide library services. This program emphasizes services to public schools, especially through loan of film strips and materials to smaller schools who are unable to support their own collections.

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-81 to 6-30-83

PROGRAM	BIENNIAL TOTAL
#720 - State Government Service	
Salaries & Wages (total)	$ 132,461
Operating Expenses	
Rent	5,961
Travel	1,019
Utilities	1,090
Data Processing	3,462
Printing	8,540
Supplies & Materials (total)	6,419
TOTAL	$ 26,491
GRAND TOTAL	$ 158,952

Program 720 provides specialized materials and reference and research services for state officials and employees. It collects, maintains, and distributes all state agency publications and is a census data center.

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-81 to 6-30-83

PROGRAM	BIENNIAL TOTAL
#810 - Federal Administration	
Salaries & Wages (total)	$ 30,057
Operating Expenses	
Travel	1,419
Rents	1,530
Communication	13,816
Miscellaneous Fees	2,908
TOTAL	$ 19,673
GRAND TOTAL	$ 49,730

Program 810 includes our outreach activities - working with public librarians in developing their cataloging and reference procedures.

#820 - Education and Research	
Salaries & Wages (total)	$ 9,343
Operating Expenses	
Advisory Council Expenses	10,537
Public Library Planning Committee	3,593
Educational stipends	1,438
Professional Development	2,900
Miscellaneous Fees	2,163
Office - Library Supplies	147
Printing	3,206
TOTAL	$ 23,984
Equipment (total)	165
GRAND TOTAL	$ 33,492

Program 820 includes our Governor's (appointed) Advisory Council on Libraries, which advises the State Librarian on matters of policy and procedure. Further education of public librarians and special workshops for librarians are covered by this program.

NORTH DAKOTA STATE LIBRARY

Expenditures by Program 7-1-81 to 6-30-83

PROGRAM	BIENNIAL TOTAL
#830 - Blind Service	
Salaries & Wages (total)	$ 15,340
Operating Expenses	
Travel	1,178
Blind Services - South Dakota	130,000
GRAND TOTAL	$146,518

Program 830 provides library service to persons who are blind and/or physically handicapped. This is done through placing a machine with the patron and loaning tapes and recorded books and materials through the mail as well as filling special requests by volunteers, sending out quarterly newsletters, and making popular magazines available.

#840 - Institutional Programs	
Salaries & Wages (total)	$ 11,495
Operating Expenses	
Books and Materials	1,815
Periodicals	2,583
TOTAL	$ 4,398
Grants (total)	$ 50,000
GRAND TOTAL	$ 65,895

Program 840 provides library service to state institutions for salaries, materials and equipment on a dollar for dollar matching basis. The State Penitentiary library is run as a branch of the State Library. This makes available books and materials for students, patients, inmates and teachers and employees of various institutions.

#860 - State Aid to Libraries	
Grants	$1,100,000
GRAND TOTAL	$1,100,000

Through Program 860 grants are made to eligible public libraries in accordance with ND Century Code 54-24.2 to supplement local tax efforts. This helps contribute to the quality of collections and services of various public libraries. A bill for these grants was initiated and ultimately passed through the grass roots efforts of public librarians.